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ABSTRACT

Designed as a guidance tool for secondary and postsecondary students and adults, the Vital Information for Education and Work (VIEW) manual offers occupational and training information on occupations with employment opportunities in New Hampshire. The manual is made up of "VIEW Scripts" which are organized by occupational clusters into which 254 occupations projected as having job openings in the period 1979-1990 are grouped. (The clusters are taken from the 1981 "Standard Occupational Classification.") The script for each occupation provides a job description, New Hampshire job outlook, working conditions, advancement opportunities, sample places of work, national wage range, related occupations, sample working activities, hours of work, educational and training requirements, where to get more information about it, and a listing of the various codes that can be used to obtain more information on the occupation. An index lists all occupations according to the occupational clusters. The two-page scripts are arranged alphabetically by occupational title. Appendixes include listings of approved vocational education secondary school programs, vocational/technical institutes, and New Hampshire colleges and universities; matrixes that indicate which programs are offered by the secondary and postsecondary institutions; information on military training opportunities; education/training codes; and an annotated listing of references and resources. (YLB)

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New Hampshire VIEW

Vital Information for Education and Work

1983 Edition

Prepared by The National Center
for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Sponsored by The State of New Hampshire
Occupational Information Coordinating Committee
155 Manchester Street
Concord, New Hampshire 03301

CE036380

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

ACKNOWLEDGEMENTS

This *VIEW Manual* has benefited from the contributions of many individuals. The New Hampshire State Occupational Information Coordinating Committee's (SOICC) subcommittee, whose members include Richard Monteith, Donald Lebrun, and Richard Frye, assisted in developing the format and content of the manual, and reviewed the scripts to ensure that appropriate information was included. Information and development meetings with a number of persons were helpful in ensuring that the manual addresses the needs of the various constituencies. Those persons are Denise Roy, Chief of Counseling Services, New Hampshire Department of Employment Security; Deborah Regan, Director, New Hampshire Learning Line; Ronald Rush, Career Education Coordinator, Supervisory Union No. 53; Paul Lacasse, Ex Director, New Hampshire Private Industry Council; Richard Frye, Research Analyst, New Hampshire Department of Employment Security; Edward O'Sullivan, Guidance Counselor, Rundlett Junior High School; Laurence Goss, Senior Planner, New Hampshire Office for State Planning; James Carr, Vocational Guidance Consultant, Division of Vocational Education; Richard Monteith, Exemplary Program Consultant, Division of Vocational Education; and David Keether, Education Specialist, U.S. Army Recruiting Office.

The National Center is particularly grateful for the efforts of Richard Rush in involving high school students in identifying areas where the 1976 *VIEW Manual* could be improved. Montez Briggs, Director of the Montana State *VIEW* system, deserves particular thanks for her review of the materials and helpful suggestions. The manual also benefited from other statewide career information systems and *VIEW* manuals that were shared by the state directors of *VIEW*. The National Center also acknowledges the assistance and direction given the the New Hampshire SOICC Director, Donald Roberge, without whose help the development of the manual would have been considerably more difficult.

A number of National Center staff worked on the *VIEW Manual*. The major developmental work was directed by Carol Minugh, Research Specialist. Harry Drier, Associate Director of the Special Projects Division, provided valuable advice. Two Student Research Assistants, Chris Balbaugh and Alex Atta-Safah, contributed much to the development of the manual, as well. Thanks is given to Cathy Waterson and Marianne Pusecker who contributed to the art work for the *VIEW*, to Constance Gaib, Jan Zimmer and Kathy Kush, who prepared the typewritten drafts, and to Constance Faddis, who provided editing for original materials.

Carol J. Minugh
VIEW Project Director
National Center for Research
in Vocational Education

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INTRODUCTION

The New Hampshire *VIEW* Program is a statewide system by which information on occupations and related training opportunities in New Hampshire is compiled and described. The *VIEW* Program is designed as a guidance tool to assist students in junior high schools, and postsecondary schools, as well as adults to identify and examine occupations. The *VIEW* program can be used directly by students, but also by teachers, librarians, counselors, or parents as they attempt to assist students in formulating educational or work goals and decisions. Occupational and training information is presented that is current, objective, and based on local sources and economic conditions. The information includes job outlooks, job descriptions, national wage scales, and educational requirements for occupations that are known to have employment opportunities in New Hampshire. The *VIEW* Program also provides information on the educational institutions within the state and the training opportunities they currently offer. In addition, information on military occupations is included in order to assist students in exploring those job and career opportunities.

The purpose of *VIEW* is to provide the residents of New Hampshire with a current, relevant, and accessible career information system. To fulfill this purpose the information is presented in a manner designed to provide easy access to all users as well as important information and resources for making vital career decisions.

The *VIEW* system is made available by the New Hampshire State Occupational Information Coordinating Committee (SOICC) to all junior high, high school, and postsecondary institutions in the state as well as to such other governmental agencies as the employment services.

The manual offers information on 254 occupations that have been been projected by the state's Employment Security Agency as having more than ten job openings in the period of 1979–1990.

The *VIEW* Script is presented in the form of occupational clusters. These clusters are taken from the 1981 *Standard Occupational Classification* (SOC). The SOC, which clusters occupations, was designed to establish a standard coding system and nomenclature for classifying, identifying, and codifying occupations. The occupations are organized in groups that have similar worker functions. This grouping provides an opportunity for the user to recognize functional relationships among different occupations.

The *VIEW* Scripts provide a description of each job, its New Hampshire job outlook, its educational and training requirements, a sample of the type of work it would involve, its national wage range, where to get additional information about it, and a listing of the various codes that can be used to obtain more information on the occupation (GOE, CIP, DOT, MATRIX, SOC, U.S. Army, Navy, Marine, Air Force and Coast Guard). Appendix B and Appendix C list all secondary and postsecondary (vocational-technical) institutions as well as the colleges and universities located in New Hampshire. They are also presented on a matrix with each appendix that lists all the occupations included in the *VIEW* Scripts and provides easy identification of the training opportunities contains the references for the manual and listing of additional resources to aid users in developing career plans.

VIEW SCRIPT INDEX

Introduction

The *Standard Occupational Classification* (SOC) is composed of a four-level system: division, major group, minor group, and unit group. Not all of the divisions have every level, therefore, for the purpose of this index, only two of the levels—major group and unit group—are used. The major group (two-digit code) is listed with the occupational cluster heading.

Under each major group listing is the unit group occupation, followed by the four-digit SOC number and the *VIEW* Script page for that occupation. This organization allows users to determine a function area, and identify an occupation within that functional division. Users then can turn to the specific Script and obtain more information about the specific occupation.

Occupational Clusters

Cluster	Occupational Title	SOC Number	View Script Number
11	OFFICIALS & ADMINISTRATORS, PUBLIC		
	Assessor	1135	7
12-13	OFFICIALS & ADMINISTRATORS, OTHERS		
	Superintendent	1210	222
	Manager-Merchandise	1240	126
	Principal	1282	174
	Postmaster and/or Mailer	1344	172
	Director, Food & Beverage	1351	66
	Director, Camp	1352	65
	Contract Administrator	1370	42
14	MANAGEMENT-RELATED OCCUPATIONS		
	Underwriter	1414	246
	Employment Interviewer	1430	76
	Personnel & Labor Relations Specialist	1430	161
	Buyer, Retail	1442	18
	Purchasing Agent and/or Buyer	1449	185
	Construction Inspector	1472	41
	Tax Examiner, Collector	1473	229
	Travel Agent	1473	243
	Cost Estimator	1490	49

Cluster	Occupational Title	SOC Number	View Script Number
16	ENGINEERS, SURVEYORS, & ARCHITECTS		
	Civil Engineer	1628	27
	Electronics/Electrical Engineer	1633	71
	Industrial Engineer	1634	102
	Mechanical Engineer	1635	131
	Engineers, Other	1639	78
	Surveyor	1649	225
17	COMPUTER, MATHEMATICS, & OPERATIONS RESEARCH OCCUPATIONS		
	Systems Analyst EDP	1719	228
19	SOCIAL SCIENCE & URBAN PLANNERS		
	Psychologist	1915	181
20	SOCIAL, RECREATION, & RELIGIOUS WORKERS		
	Case Worker	2032	22
	Community Organization Worker	2032	36
	Group Recreation Worker	2033	93
21	LAWYERS & JUDGES		
	Lawyer	2110	111
	Judge	2120	109
22	TEACHERS, COLLEGE, UNIVERSITY, & OTHER POSTSECONDARY INSTITUTIONS		
	Professor	2200	178
	Teacher, College	2200	232
	Graduate Assistant	2249	91
23	TEACHERS EXCEPT POSTSECONDARY INSTITUTIONS		
	Teacher, Preschool/Kindergarten	2300	234
	Teacher, Elementary	2320	233
	Teacher, Secondary School	2330	235
	Dance Instructor	2390	54
	Instructor, Reducing	2390	105
24	VOCATIONAL & EDUCATION COUNSELORS		
	Vocational Education Counselor	2400	247

Cluster	Occupational Title	SOC Number	View Script Number
25	LIBRARIANS, ARCHIVISTS, & CURATORS		
	Librarian, Professional	2510	112
	Library Assistant	2510	113
26	PHYSICIANS & DENTISTS		
	Physician and/or Surgeon	2610	164
	Dentist	2620	58
29	REGISTERED NURSES		
	Nurse, Professional	2900	148
30	PHARMACISTS, DIETITIANS, THERAPISTS, & PHYSICIAN'S ASSISTANTS		
	Pharmacist	3010	162
	Dietitian/Nutritionist	3020	63
	Respiratory Therapist	3031	194
	Occupational Therapist	3032	149
	Physical Therapist	3033	163
	Speech Pathologist	3034	214
32	WRITERS, ARTISTS, PERFORMERS, & RELATED WORKERS		
	Designer	3220	59
	Musician, Instrument	3230	145
	Writer and/or Editor	3290	255
	Commercial Artist	3290	35
33	EDITORS, REPORTERS, PUBLIC RELATIONS SPECIALISTS, & ANNOUNCERS		
	Reporter/Correspondent	3313	193
	Public Relations Representative	3320	183
36	HEALTH TECHNOLOGISTS & TECHNICIANS		
	Medical Laboratory Technologist	3620	138
	Dental Hygienist	3630	57
	Radiology Technician	3650	186
	Licensed Practical Nurse	3660	114
	Medical Lab Technician	3690	137
	Paramedic	3690	158

Cluster	Occupational Title	SOC Number	View Script Number
37	TECHNOLOGISTS & TECHNICIANS EXCEPT HEALTH		
	Electrical/Electronic Technician	3711	72
	Mechanical Engineering Technician	3713	132
	Drafter	3720	68
39	TECHNICIANS EXCEPT HEALTH, ENGINEERING, & SCIENCE		
	Paralegal	3960	157
	Air Traffic Controller	3920	3
	Computer Programmer, Business	3971	39
	Computer Programmer, Scientific & Technical	3972	40
40	SUPERVISORS, MARKETING & SALES OCCUPATIONS		
	Manager, Store	4010	128
	Manager, Wholesale	4020	129
	Manager, Restaurant	4030	127
	Sales Clerk Supervisor	4030	198
41	INSURANCE, REAL ESTATE, & SECURITIES SALES OCCUPATIONS		
	Sales Agent, Insurance	4122	196
	Real Estate Broker	4123	188
42	SALES OCCUPATIONS, COMMODITIES EXCEPT RETAIL		
	Sales Representative, Technicial	4249	200
43	SALES OCCUPATIONS, RETAIL		
	Sales Clerk	4346	197
	Stock Clerk, Sales	4362	221
	Counter Clerk	4363	51
	Cashier	4364	23
	Sales Representative, Nontechnical	4366	199
45	SUPERVISORS & ADMINISTRATIVE SUPPORT OCCUPATIONS, INCLUDING CLERICAL		
	Clerical Supervisor	4519	31
46	ADMINISTRATIVE SUPPORT OCCUPATIONS, INCLUDING CLERICAL		
	Computer Operator	4612	38
	Peripheral Equipment Operator	4613	159
	Secretary	4622	203

Cluster	Occupational Title	SOC Number	View Script Number
	Stenographer	4623	219
	General Clerk, Office	4630	89
	New Accounts Teller	4642	146
	Desk Clerk	4642	60
	Receptionist	4645	189
	Loan Closer	4649	116
	Customer Service Representative	4664	52
	Personnel Clerk	4692	160
	File Clerk	4696	81
	Policy Charge Clerk	4699	169
	Statement Clerk	4699	216
47	FINANCIAL RECORD PROCESSING OCCUPATIONS		
	Accountant, Auditor	4712	1
	Accounting Clerk	4712	2
	Bookkeeper, Hand	4712	14
	Rater	4716	187
	Proof Machine Operator	4718	179
	Switchboard Operator/Receptionist	4732	227
	Dispatcher, Police	4739	67
	Postal Mail Carrier	4743	170
	Postal Service Clerk	4742	171
	Mail Clerk	4744	122
	Mailer	4744	123
	Service Clerk	4751	204
	Production Clerk/Coordinator	4752	176
	Shipping & Receiving Clerk	4753	210
	Procurement Clerk	4754	175
	Weigher, Record-Keeping	4756	251
	Marking Clerk	4759	130
	Claim Examiner	4782	28
	Insurance Clerk, Medical	4784	107
	Collector	4786	34
	Teller	4791	237
	Keypunch Operator	4793	110
	Typist	4793	245
	Statistical Clerk	4794	218
	Teacher Aide	4795	231
	Town Clerk	4799	241
51	PROTECTIVE SERVICE OCCUPATIONS		
	Police/Detective Supervisor	5112	168
	Fire Fighting Supervisor	5122	85
	Fire Fighter	5123	84
	Police Patrol Officer	5132	167

Cluster	Occupational Title	SOC Number	View Script Number
	Corrections Officer	5133	47
	Fish and Game Warden	5134	86
	School Crossing Guard	5142	202
	Guard, Doorkeeper	5144	94
52	SERVICE OCCUPATIONS, EXCEPT PRIVATE HOUSEHOLD & PROTECTIVE		
	Hostess/Host	5211	100
	Bartender	5212	10
	Waiter/Waitress	5213	248
	Cook, Restaurant	5214	44
	Cook, Short Order	5215	45
	Counter Attendant	5216	50
	Butcher and/or Meat Cutter	5217	17
	Dining Room Attendant	5218	64
	Dental Assistant	5232	56
	Ambulance Driver and/or Ambulance Attendant	5233	5
	Medical Assistant	5233	136
	Nurses Aide and/or Orderly	5236	147
	Psychiatric Aide	5236	180
	Housekeeper	5241	101
	Maid	5242	121
	Cleaner, Light/Heavy	5244	29
	Janitor	5244	108
	Supervisor, Nonworking Services	5251	224
	Cosmetologist	5253	48
	Recreational Facility Attendant	5254	190
	Social Service Aide	5263	213
	Child Care Worker	5264	26
56	OTHER AGRICULTURE-RELATED OCCUPATIONS		
	Gardener/Groundskeeper	5622	87
60	SUPERVISORS, MECHANICS & REPAIRERS		
	Manager, Automobile	6000	125
61	MECHANICS & REPAIRERS		
	Diesel Mechanic	6112	62
	Electrical Motor Repairer	6112	73
	Body Repairer (Automobile)	6115	13
	Engine Equipment Mechanic	6117	77
	Wirer, Electronic	6151	253
	Television Servicer	6155	236
	Gas/Electric Appliance Repairer	6156	88

Cluster	Occupational Title	SOC Number	View Script Number
	Mechanic, Automotive	6159	133
	Refrigerator, Air Conditioning Mechanic	6160	191
	Office Machine Servicer	6174	150
	Millwright	6178	141
	Maintenance Repairer, General Utility	6179	124
	Mechanic Repairer, Other	6179	135
	Tire Changer	6179	239
	Coin Vending Machine Servicer	6179	33
	Bicycle Repairer	6179	11
64	CONSTRUCTION TRADES		
	Bricklayer	6412	15
	Carpenter	6422	21
	Electrician	6432	74
	Line Installer, Repairer	6433	115
	Painter Maintenance	6442	155
	Oil Burner Installer	6450	152
	Plumber and/or Pipefitter	6450	166
	Cement Mason/Helper	6463	24
	Heavy Equipment Operator	6466	97
	Highway Maintenance Worker	6479	99
67	SUPERVISORS, PRECISION PRODUCTION OCCUPATIONS		
	Supervisor, Nonworking	6700	223
68	PRECISION PRODUCTION OCCUPATIONS		
	Tool & Die Maker	6811	240
	Assembler	6812	6
	Machinist	6813	120
	Molder Bench/Floor	6822	143
	Sheet Metal Worker	6824	209
	Cabinetmaker	6832	19
	Wood Machinist	6839	254
	Alteration, Tailor	6852	4
	Presser, Machine	6855	173
	Optician, Dispensing	6864	153
	Electrician/Electronics Assembler	6869	70
69	PLANT AND SYSTEM OPERATORS		
	Sewage Plant Operator	6910	206
73-74	MACHINE SET-UP OPERATORS		
	Milling/Planning Machine Operator	7313	140
	Metal Fabricator	7329	139

Cluster	Occupational Title	SOC Number	View Script Number
	Machine Toolsetter, Metal	7342	119
	Compression/Injection Molder	7342	37
	Offset Lithographic Operator	7443	151
	Envelope Machine Operator	7474	80
	Coil Winder	7479	32
75-76	MACHINE OPERATORS & TENDERS		
	Machine Tool Operator Numerical Control	7512	118
	Filer, Grinder, Etc.	7522	82
	Grinding Machine Operator, Metal	7522	92
	Drill Press Operator	7529	69
	Machine Tool Operator, Combination	7529	117
	Coremaker, Machine	7542	46
	Molder, Machine	7542	144
	Electroplater	7543	75
	Head Sawyer	7633	95
	Ripsaw Operator	7633	195
	Sander, Wood	7634	201
	Binder Worker, Assembly	7649	12
	Spinner, Frame	7651	215
	Production Packager	7651	177
	Cutter, Machine	7654	53
	Sewing Machine Operator	7655	207
	Stitcher, Standard Machine	7656	220
	Washer, Machine	7658	249
	Card Tender	7659	20
	Punch Press Operator, Metal	7663	184
	Insulating Extruding Machine Operator	7663	106
	Mixer, Blender, Chemical	7664	142
	Stationery Boiler Firer	7668	217
	Painter, Automatic	7669	154
	Heat Treater, Annealer	7676	96
	Skilled, Other	7676	212
	Conveyor Operator/Tender	7679	43
77	FABRICATORS, ASSEMBLERS, & HANDWORKING OCCUPATIONS		
	Glazier	7720	89
	Die Cutter	7753	61
	Finisher, Hand	7753	82
	Painter, Production	7756	156
	Welder and Flame Cutter	7756	252
	Public Administration	7759	182

Cluster	Occupational Title	SOC Number	View Script Number
78	PRODUCTION INSPECTORS, TESTERS, SAMPLERS, & WEIGHERS		
	Tester	7820	238
82	TRANSPORTATION OCCUPATIONS		
	Bus Driver	8212	16
	Tractor-Trailer Truck Driver	8212	242
	Truck Driver, Heavy	8213	244
	Delivery & Route Worker	8214	55
	Taxi Driver	8216	230
83	MATERIAL MOVING OCCUPATIONS, EXCEPT TRANSPORTATION		
	Industrial Truck Operator	8318	103
86	HELPERS		
	Helper, Trades	8600	98
	Surveyor Helper	8646	226
87	HANDLERS, EQUIPMENT CLEANERS, & LABORERS		
	Refuse Collector	8722	192
	Bagger	8724	8
	Chain Offbearer, Lumber	8725	25
	Service Station Attendant	8730	205
	Cleaner, Vehicle	8750	30
	Shipping, Packer	8761	211
	Plater Helper	8769	165
	Shake-out Worker, Foundry	8769	208

New Hampshire VIEW
Vital Information for Education and Work

ACCOUNTANTS, AUDITORS

JOB DESCRIPTION:

ACCOUNTANTS and AUDITORS study financial records in order to give advice on money matters or prepare financial statements They may prepare income tax forms or advise clients on certain business or financial decisions. They may examine clients' financial records to see if they are properly kept and reported. They may develop estate plans, accounting systems, or budgets. Some teach courses in a business or professional school, do consulting work, or serve on committees of professional organizations.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2785	4179	**TOTAL**	1394	**AVE. RATE**	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	97	7	Construction	5.0
CLARMONT	210	19	Manufacturing	32.2
CONCORD	326	27	Trans,Comm,Util	1.5
DOVER	212	15	Trade,Whole&Ret	16.0
KEENE	195	16	Finance,Ins,Re	6.1
LACONIA	212	16	Services-Other	22.7
LITTLETON	65	5	Government	16.5
MANCHESTER	594	49		
NASHUA	467	45		
PORTSMOUTH	307	25		
PT. LAW-HAV	99	10		

ADVANCEMENT OPPORTUNITIES:

Independent accounting firms
Business offices
Insurance companies
Public accounting firms
Brokerage companies, banks, and savings and loan companies
Business and professional schools
Federal, state, and local government agencies

SAMPLE PLACES OF WORK:

Business firms
Schools
Nonprofit organizations
Government agencies

NATIONAL WAGE RANGE:

$15,100-$31,900 annually

WORK CONDITIONS:

Office, structured work schedule
May have long hours during tax season

RELATED OCCUPATIONS:

Bursar	Tax Auditor
Director, Utility Accounts	Internal Auditor
Property Accountant	Tax Accountant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare federal, state, and local tax returns for individuals and businesses
- Advise managers on tax matters
- Devise and set up tax record systems
- Examine a company's accounting records and write a report on its financial standing
- Check ledger entries of cash and check payments, purchases, and expenses
- Advise a company on ways to improve its financial standing
- Direct workers who keep records of expenses and tax payments
- Set up a budgeting system so a firm can control money spent for advertising, production, and labor
- Plan and direct a system to keep records of materials and labor cost
- Take an inventory of property owned by a business
- Prepare forms and manuals used by bookkeeping and clerical staff
- Conduct a study to set evidence in fraud cases
- Audit tax returns to see if they were properly prepared
- Direct workers who keep records of school fees and receipts
- Write criedit reports on bank customers

• HOURS OF WORK:

These people generally keep regular office hours.
TAX ACCOUNTANTS work long hours under heavy pressure during the tax season.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

American Institute of Certified Public Accountants
1211 Avenue of the Americas
New York, New York 10036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Accounting/Bookkeeping/and Related Programs
Algebra
Business Dynamics
Typing

• EDUCATION/TRAINING NEEDED:

Graduation from Vocational/Technical College program in Accounting

Graduation from an Accounting College Program

• SPECIAL REQUIREMENTS:

Accreditation in Accountancy
Certified Internal Auditor (CIA)
Certificate in Management Accounting
CPA Certificates

17

SOC	1415	**DOT**	160-162-010
MATRIX	10240201		
GOE	11.06.01		
CIP	07.0102		

ARMY	73D	**AIR FORCE**	67230
NAVY	SK	**MARINES**	3452
COAST GUARD	SK		

New Hampshire VIEW

Vital Information for Education and Work

ACCOUNTING CLERK

JOB DESCRIPTION:

These clerks compute and record numerical data (information to keep sets of financial records complete, current, and accurate). They keep business and account records and may compile reports that show all money received and paid out by a firm. They work with business records, such as invoices, ledgers, vouchers, and bank balances. They use adding machines, calculators, and other business machines to total lists of figures and to compute interest, payroll, or other figures.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	7877	10,759	**TOTAL**	1145	**AVE. RATE**	3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	114	7	Construction	3.6
CLARMONT	228	17	Manufacturing	29.3
CONCORD	476	40	Trans,Comm,Util	9.1
DOVER	342	24	Trade,Whol&Ret	12.1
KEENE	322	28	Finance,Ins,Re	15.8
LACONIA	268	21	Services-Other	13
LITTLETON	83	6	Government	17.1
MANCHESTER	890	72		
NASHUA	506	46		
PORTSMOUTH	406	31		
PT. LAW-HAV	91	9		

ADVANCEMENT OPPORTUNITIES:

Clerical supervisory position
Teller or clerk typist
Senior supervisor

SAMPLE PLACES OF WORK:

Business firms
Schools
Hospitals
Nonprofit organizations
Government agencies
Banks and other financial firms
Insurance companies

NATIONAL WAGE RANGE:

$130-$340 per week

WORK CONDITIONS:

Similar to office employees
Requires sitting for long periods and examining detailed
numerical information

RELATED OCCUPATIONS:

Credit Card Clerk
Fixed Capital Clerk
Clearinghouse Clerk
Payroll Clerk
Medical Voucher Clerk
Commodity Loan Clerk
Advice Clerk
Bookkeeper

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Audit time and material charges on work orders.
- Keep accounting records and prepare reports for banks, businesses, power companies, government offices, or other firms.
- Keep current records of funds on deposit in foreign banks.
- Check the accuracy of figures recorded by other workers.
- Compile credit card data from vouchers and compute charges and payments due.
- Compile reports for bank examiners who audit accounts.
- Compile and maintain records of a firm's stock and bond transactions.
- Receive and process checks, drafts, and coupons at a bank.
- Keep records of mortgage loans in a loan firm.
- Compute the interest and principal payments on loans.
- Send checks, drafts, and other items to a clearinghouse for exchange and settlement with other banks.
- Keep records of stocks, bonds, trust deeds, and mortgages held by a bank.
- Compute interest on loans, notes, and bonds.
- Return unpaid checks to customers or other banks so that accounts can be adjusted and balanced.
- Total and balance checks received at a bank.
- Keep records of dividends on insurance policies.

• HOURS OF WORK:

These clerks generally keep regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Bankers Association
Bank Personnel Division
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business math
Typing
Office machine operation
Accounting, Bookkeeping and Related Programs

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc Business and Office Program
Graduation from Voc/Tec College Program in Accounting

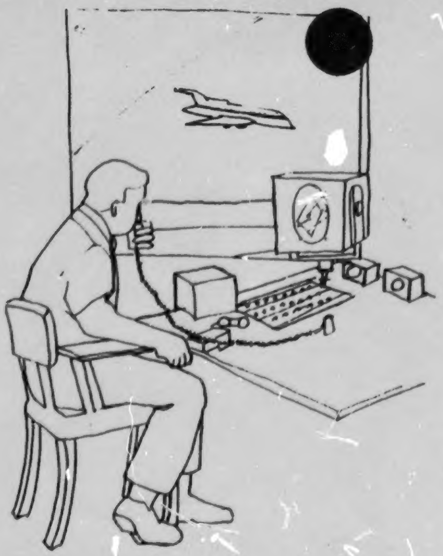
• SPECIAL REQUIREMENTS:

Must be licensed in some states if working on tax returns

SOC	4712	**DOT**	210-382-038	210-382-042	**ARMY**	**AIR FORCE**
MATRIX	40060601		216-382-026	210-382-034	**NAVY**	**MARINES**
GOE	07.02.02		216-382-014	214-482-018	**COAST GUARD**	
CIP	07.0103		215-482-010	210-382-014		

New Hampshire VIEW

Vital Information for Education and Work



AIR TRAFFIC CONTROLLER

JOB DESCRIPTION:

These workers direct and control air traffic while planes and other aircraft take off, land, and are in the air. They keep track of planes flying in their assigned area and talk to the pilots by radio to give them instructions and information. Their first concern is safety, but they must also make sure that planes quickly enter and leave the airport to cut down on delays. Some regulate airport traffic. Others regulate flights between airports.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	518	628	TOTAL	110	AVE. RATE	1.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN			Government 100.0
CLARMONT			
CONCORD	15		
DOVER	1		
KEENE			
LACONIA			
LITTLETON	3		
MANCHESTER	286	10	
NASHUA	207	7	
PORTSMOUTH	3		
PT. LAW-HAV	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Management or staff jobs
Top administrative jobs in FAA

SAMPLE PLACES OF WORK:

For the Federal Aviation Administration at airports and air route traffic control centers.

NATIONAL WAGE RANGE:

$12,300-$29,900 annually

WORK CONDITIONS:

Indoors, great deal of stress during poor flying conditions

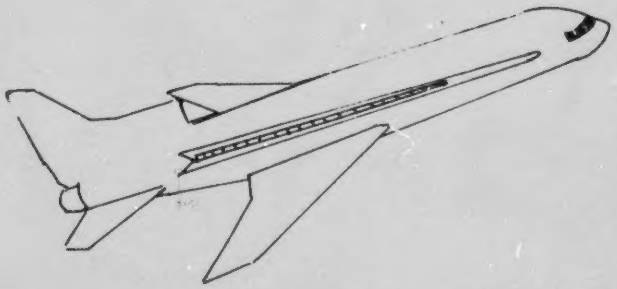
RELATED OCCUPATIONS:

Air Traffic Coordinator
Air Traffic Control Specialist, Station
Air Traffic Control Specialist, Tower

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Manage the movement of air traffic between altitude sectors and control centers.
- Watch assigned air sectors, and radio information such as altitude and course to pilots.
- Receive and send flight plans, weather, and other information by radio.
- Relay traffic control instructions to pilots.
- Keep files of plans for operating under visual flight rules.
- Contact other airports to get information on overdue aircraft.
- Report lost aircraft to control center for rescue service.
- Push buttons and pull switches to control airport runway and hazard lights.
- Keep written records of messages received from aircraft.
- Supervise workers in an air traffic control tower.
- Use radio equipment to receive reports and requests from firefighting crews.



• HOURS OF WORK:

40 hour week. May work extra hours for overtime pay or time off. Controllers rotate night and weekend shifts because control towers and centers must be operated 24 hours a day, 7 days a week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Request Government Careers, publication GA-300-128
(enclose self-addressed mailing label) from:

U.S. Government Printing Office
Library and Statutory Distribution Service
5208 Eisenhower Avenue
Alexandria, Virginia 22304

Air Traffic Control Association
2020 North 14th Suite, 410
Arlington, VA 22201

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Public Speaking
Electricity
Radio
Physics
Communication Systems Operators

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tec College
Program in Accounting

Graduation from a Pro. Pilot and
Aviation Administration College
Program

• SPECIAL REQUIREMENTS:

Pass physical and psychological exams
Vision correctable to 20/20

SOC	3920	DOT	193-167-010	ARMY	93H		AIR FORCE	27250C
MATRIX	10140401			NAVY	AC		MARINES	1371
GOE	05.03.03			COAST GUARD		RD		
CIP	49.0105							

New Hampshire VIEW
Vital Information for Education and Work

ALTERATION TAILOR

JOB DESCRIPTION:

These people do difficult kinds of hand and machine sewing. Most are hired to alter expensive clothing that needs precise shaping and finishing. These workers may design, make, alter, and/or fit tailored garments. They use sewing tools and equipment, measuring devices, and clothing patterns. Some develop designs for garments.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	142	188	**TOTAL**	46	**AVE. RATE**	2.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Trade,Whol&Ret	87.1
CLARMONT	9		Services-Other	12.9
CONCORD	6			
DOVER	10			
KEENE	6			
LACONIA	9			
LITTLETON	1			
MANCHESTER	44	2		
NASHUA	21	2		
PORTSMOUTH	23	2		
PT. LAW-HAV	7			

WORK CONDITIONS:

May sit for long periods
Very few hazards
Not physically strenuous

ADVANCEMENT OPPORTUNITIES:

Head tailor
Self-employed
Tailor apprentice

SAMPLE PLACES OF WORK:

Tailor shops
Dressmaker shops
Retail clothing stores
Department stores
Garment factories
Self-employment as a tailor

NATIONAL WAGE RANGE:

$9.63 per hour
Average

RELATED OCCUPATIONS:

Dressmaker

VIEW SCRIPT–4b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Examine clothing to see if repairs are needed.
- Use a razor blade to remove stitches from garments.
- Shorten the sleeves on a suit or dress.
- Replace worn pockets and linings on clothing.
- Use scissors to cut out clothing patterns.
- Use needle and thread to baste together parts of garments.
- Fit garments on customers and mark areas on the garments that need to be altered.
- Position and pin collars and sleeves on fabric.
- Use a hand iron to press and smooth seams.
- Cut extra material from seam edges, using shears or a knife.
- Sew on buttons and make buttonholes to finish suits.
- Work under contract as an apprentice while learning the tailoring craft.

• HOURS OF WORK:

Normal business hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

United Garment Workers of America
Room 1614
200 Park Avenue South
New York, New York 10003

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Business Dynamics
Vocational Home Economics
Clothing, Apparel Textiles

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Home Economics Related Occupations
Program
On-the-job training

• SPECIAL REQUIREMENTS:

29

06 30

SOC	6852	**DOT**	785-261-010	**ARMY**	43M	**AIR FORCE**	--
MATRIX	50144401			**NAVY**	SH-314	**MARINES**	--
GOE	05.05.15			**COAST GUARD**	--		
CIP	20.0305						

New Hampshire VIEW

Vital Information for Education and Work

AMBULANCE DRIVER AND/OR AMBULANCE ATTENDANT

JOB DESCRIPTION:

Ambulance drivers operate the vehicles which transport sick or injured persons to the hospital. Drivers may be hospital employees or may work for an ambulance service. Their driving ability and driving record are better than average. Sometimes in emergencies, ambulance drivers administer first aid or restrain violent persons. Ambulance attendants accompany and assist ambulance drivers on calls, assist in lifting patient into wheeled cart or stretcher and into and out of ambulance, and renders first aid, such as bandaging, splinting, and administering oxygen.

AMBULANCE
AMBULANCE
EMERGENCY ENTRANCE

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	137	214	TOTAL	77	AVE. RATE	5.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Trans,Comm,Util	27.0
CLARMONT	18	2	Services-Other	73.0
CONCORD	16	2		
DOVER	14	2		
KEENE	9			
LACONIA	3	1		
LITTLETON	9			
MANCHESTER	25	2		
NASHUA	18	2		
PORTSMOUTH	17	2		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Self-employment
Increases in salary and choice of shift
With additional training can become an Emergency Medical Technician

SAMPLE PLACES OF WORK:

Hospitals and clinics
Ambulance services
Morgues

NATIONAL WAGE RANGE:

$7,000-$13,000 annually

WORK CONDITIONS:

Emergency situations
Clients are sometimes unpleasant and under stress

RELATED OCCUPATIONS:

Emergency Medical Technician
Police Officer
Fire Fighter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Transport sick and injured persons to hospitals, convalescent homes, and to their own homes.
- Much of the transportation service work involves no more than normal hazards of driving on streets and highways.
- Driving in emergencies requires above average driving skills and knowledge of driving techniques and safety measures.
- Drivers transporting sick or injured persons must avoid sudden motions and consider the care and comfort of the patient while driving.
- In addition to driving the driver/attendant lifts and carries patients in and out of the ambulance, hospitals, and other destinations.
- The driver/attendant also applies first aid when necessary.
- Keeps the ambulance clean and ready to go.

• HOURS OF WORK:

May involve evening, night, and/or weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local ambulance service
Local Red Cross office
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Division of Health Careers
American Hospital Association
480 North Lake Shore Drive
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Science
Psychology
Sociology
Drivers education
First aid,
Auto mechanics
Allied health occupations

• EDUCATION/TRAINING NEEDED:

Basic First Aid Certificate
On-the-job training

• SPECIAL REQUIREMENTS:

21 years of age
Commercial Chauffers License

SOC	5233	**DOT**	913-683-010
MATRIX	62002001		355-374-010
GOE	05.08.03		
CIP	17.0205		

ARMY	91B	**AIR FORCE**	90270
NAVY	HM-8404	**MARINES**	
COAST GUARD	HM-02		

VIEW SCRIPT–6a

New Hampshire VIEW

Vital Information for Education and Work

ASSEMBLERS

JOB DESCRIPTION:

Assemblers put together parts of manufactured products. They may work with hundreds of other workers to assemble a single finished product. Many work on items that move past their work stations on conveyors. One worker may start nuts on bolts, while the next worker may tighten the nuts with a wrench. Other Assemblers do more delicate work. Some make entire products. Their work tools depend upon the type of products. Some use heavy cranes and power tools. Others use tweezers, tiny cutters, and magnifying lenses. Often, they read blueprints and use measuring devices. These workers may also be classified as Electro-Mechanical Assemblers or Machine Assemblers.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3912	6530	**TOTAL**	1609	**AVE. RATE**	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	104	6	Manufacturing	100.0
CLARMONT	276	24		
CONCORD	288	18		
DOVER	760	7		
KEENE	425	47		
LACONIA	418	46		
LITTLETON	48	1		
MANCHESTER	163	26		
NASHUA	756	66		
PORTSMOUTH	272	21		
PT. LAW-HAV	120	10		

WORK CONDITIONS:

Inside work
May be assembly line work

35

ADVANCEMENT OPPORTUNITIES:

Inspector
Supervisor

SAMPLE PLACES OF WORK:

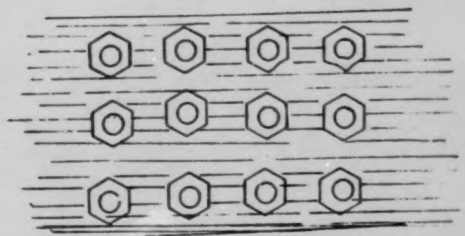
Manufacturing plants, including:
- Foundries
- Iron and steel mills
- Retail stores
- Machine shops
- Woodworking shops
- Construction companies

NATIONAL WAGE RANGE:

$4.00 – $9.00 (per hr.)

RELATED OCCUPATIONS:

Final Assembler
Machine Assembler
Injector Assembler
Subassembler
Cable Swager
Precision Assembler



MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Brush solutions on silverware to make the designs stand out.
- Assemble parts of perfume bottles.
- Put together motorcycle parts.
- Attach instruments to aircraft control panels.
- Build wire bird cages, using handtools and drill press.
- Solder metal pins in the base of false teeth.
- Fit lens parts together.
- Attach cords, dials, and hands to clocks.
- Assemble keyboards for pianos or organs.
- Assemble toys.
- Assemble sports equipment, such as golf clubs and skis.
- Mount wheels and tires on mobile homes.

• HOURS OF WORK:

These workers usually work a standard 40-hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local manufacturing industry for on-the-job training

Local Guidance Counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

Laborers' International Union of North America
905 Sixteenth Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts II—Materials & Process Tech.
Drafting, Arts
Science,
Machine Tool/Machine Shop

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Precision Production Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	6812	DOT	706-361-010	706-381-018
MATRIX	61080421		706-684-010	806-684-094
GOE	06.02.22		706-684-062	826-361-010
CIP	47.0304		759-261-010	

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

VIEW SCRIPT–7a

NewHampshire VIEW

Vital Information for Education and Work

ASSESSOR

JOB DESCRIPTION:

These people are in charge of government agencies that set money and tax policies and collect, hold, and distribute funds. They direct programs of real estate and property tax assessment equalization to facilitate adjustments in tax base and rates resulting from changes in property values. They devise procedures for compiling, computing and analyzing valuation data according to the knowledge of statistical principles and accepted valuation theories. Assessors represent the tax commission at meetings of boards of equalization of tax appeal hearings and in court. Work may range from interpreting laws and setting agency policies to planning public information campaigns.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	106	157	TOTAL	51	AVE. RATE	4.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	4	1	Government	100.0
CLARMONT	5	1		
CONCORD	37	7		
DOVER	8	1		
KEENE	4	1		
LACONIA	15	3		
LITTLETON	3			
MANCHESTER	14	3		
NASHUA	6	1		
PORTSMOUTH	7	1		
PT. LAW-HAV	2			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Chief Appraiser
Manager
Self Employed

SAMPLE PLACES OF WORK:

Federal, state and local government agencies that deal with public finances and taxation

NATIONAL WAGE RANGE:

not available

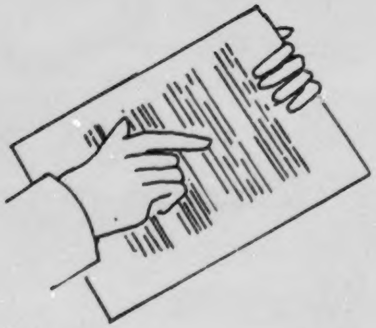
WORK CONDITIONS:

Primarily a desk job
Some public relations, hearings and testifying

RELATED OCCUPATIONS:

Appraiser
Personal Property Assessor

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Recommend changes in real estate and property tax laws.
- Send out tax information to the public.
- Prepare, review, and submit reports of a customs district.
- Recommend the hiring, promotion, and transfer of staff.
- Inspect peoperty and decide the amount of tax that should be paid on it.
- Direct the work of staff who prepare tax bills, collect taxes, and keep tax records.
- Schedule and hold meetings to resolve tax violations.
- Interpret tax laws for staff.
- Prepare and administer budgets.
- Decide who should be promoted, fired, or transferred.

- **HOURS OF WORK:**

These jobs generally involve a standard 35-40 hour work week. However, some evening or overtime work may occasionally be required.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Board of Real Estate
Local Guidance Counselor

See Appendix B

See Appendix C

WHERE TO GET FURTHER INFORMATION:

American Society of Appraisers
Dulles International Airport
P.O. Box 17265
Washington, D.C. 20041

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Public Speaking,
Algebra
Statistics
Accounting/Bookkeeping/Recordkeeping
Business Dynamics

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tec Marketing Management Program

Graduation from Business Administration College Program

- **SPECIAL REQUIREMENTS:**

SOC 1135
MATRIX 10243817
GOE 11.06.03
CIP 08.0203

DOT 191-367-010

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

BAGGER

JOB DESCRIPTION:

Baggers bag groceries in sacks or cartons and carry them to customers' cars. They also collect shopping carts from the parking lot, replace checkout counter supplies, clean store areas, and stack goods on counters.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1581	2146	**TOTAL**	565	**AVE. RATE**	3.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	80	6	Trade,Whol&Ret	100.0
CLARMONT	109	8		
CONCORD	117	8		
DOVER	153	10		
KEENE	103	7		
LACONIA	120	8		
LITTLETON	37	2		
MANCHESTER	262	18		
NASHUA	228	15		
PORTSMOUTH	204	14		
PT. LAW-HAV	167	11		

ADVANCEMENT OPPORTUNITIES:

Checkout clerk
Assistant manager

SAMPLE PLACES OF WORK:

Grocery stores, supermarkets, and other retail stores

NATIONAL WAGE RANGE:

$6.66 per hour
Average

WORK CONDITIONS:

Indoors and outdoors, in all weather
Light lifting
Personal contact with customers

RELATED OCCUPATIONS:

Stock clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

Bag groceries in sacks or cartons at a checkout counter.

- Carry groceries to customers' cars.
- Collect shopping carts from parking areas and return them to the store.
- Replace cleaning and wrapping supplies used at a food checkout counter.
- Clean work areas and carry empty bottles and trash to the storeroom.
- Price articles and stack them on shelves in a store.

- **HOURS OF WORK:**

Baggers may work during evenings and weekends. They may also work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local employment security office or local supermarket
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Supermarket Institute
200 East Ontario Street
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

- **EDUCATION/TRAINING NEEDED:**

On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	8724	DOT	920-687-014
MATRIX	61060804		
GOE	09.05.10		
CIP	08.0604		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

BAKERS

JOB DESCRIPTION:

Bakers mix and bake ingredients according to recipes to make large amounts of bread and other baked goods. They measure and mix flour, sugar, shortening, and other ingredients to prepare batters, doughs, fillings, and icings. They roll, cut, and shape dough to form sweet rolls, pie crusts, tarts, and cookies. They place dough in pans, molds, or on sheets and bake it in an oven or on a grill. They may put toppings on baked goods. Some bakers specialize in a certain product such as bread or pies. Others bake bread to test flour.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	429	656	TOTAL	227	AVE. RATE	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	25	2	Manufacturing	.8
CLARMONT	25	2	Trade, Whol & Ret.	82.7
CONCORD	25	2	Services–Other	14.7
DOVER	42	4	Government	1.8
KEENE	24	2		
LACONIA	44	5		
LITTLETON	16	2		
MANCHESTER	82	8		
NASHUA	60	6		
PORTSMOUTH	61	6		
PT. LAW-HAV	23	3		

ADVANCEMENT OPPORTUNITIES:

Food service directors

SAMPLE PLACES OF WORK:

Bakeries
Grain companies

NATIONAL WAGE RANGE:

$4.89–$7.28 per hour

WORK CONDITIONS:

Indoors, can be hot
Heavy lifting, bending, stooping

RELATED OCCUPATIONS:

Cake Tester
Baker Apprentice
Pie Maker
Cook, Pastry

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Use a scale or specially marked container to measure ingredients such as flour, sugar, and shortening.
- Read and follow recipe instructions.
- Mix flour, shortening, and other ingredients in a mixing machine bowl.
- Roll, cut, and shape dough to make pie crust or cookies.
- Place cookie dough on sheets and bake it in an oven.
- Watch the color of products being baked and adjust the oven temperature when necessary.
- Use a spatula or brush to ice or glaze baked products.
- Develop new recipes for cakes and icings.
- Compare bread baked with a test flour to bread baked with a standard flour.
- Weigh loaves of bread and record their weights.
- Work under contract as an apprentice while learning the baking trade.

• HOURS OF WORK:

Because many bakeries operate around the clock, bakers may have to work night shifts or on weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Cooks and Baker's Union for Apprenticeship Programs
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Consumer Homemaking Food and Nutrition
Food Product Management and Service

• EDUCATION/TRAINING NEEDED:

Apprenticeship Program--Professional Association/Trade Union
Graduation from an Approved Secondary Food Product Management and Service Program
Graduation from a Voc/Tech College Culinary Arts Program

• SPECIAL REQUIREMENTS:

SOC 6827
MATRIX 50140202
GOE 06.02.15
CIP 20.0402
DOT 526-381-010
526-381-022
526-381-018
526-381-014

ARMY 94B
NAVY MS
COAST GUARD SS
AIR FORCE 62150
MARINES 3311

New Hampshire VIEW

Vital Information for Education and Work

BARTENDERS

JOB DESCRIPTION:

Bartenders prepare and serve alcoholic and nonalcoholic drinks for customers in bars, lounges, restaurants, and clubs. They take drink orders from workers who serve customers and from patrons seated at the bar. They mix drinks to order, using many types of liquor plus soft drinks, fruit juices, cream, and soda water. They also serve snacks, order supplies, collect payments, and keep bar areas clean. Those who own their bar keep records, hire, train, and direct staff.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1883	2912	**TOTAL**	1029	**AVE. RATE**	5.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	122	15	Trade-Whol & Ret.	63.0
CLARMONT	107	14	Services-Other	37.0
CONCORD	155	20		
DOVER	142	19		
KEENE	117	15		
LACONIA	184	26		
LITTLETON	93	12		
MANCHESTER	368	48		
NASHUA	278	37		
PORTSMOUTH	237	33		
PT. LAW-HAV	79	12		

WORK CONDITIONS:

Indoors, on your feet
May work at a fast pace, under pressure during busy periods

ADVANCEMENT OPPORTUNITIES:

Supervisor
Self employment

SAMPLE PLACES OF WORK:

Restaurants and bars
Hotels
Private clubs and lounges
Private parties in restaurants, hotels, or homes

NATIONAL WAGE RANGE:

$4.68–$7.48 per hour

RELATED OCCUPATIONS:

Bar Attendant
Taproom Attendant
Waiters/Waitresses
Host/Hostess

VIEW SCRIPT– 10b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Mix liquor, soda water, sugar, and other ingredients to prepare cocktails.
  - *Serve bottled beer or draw draught beer from kegs.*
  - Sell unopened bottles of alcoholic beverages to be taken from the premises.
  - Place bottled goods and glasses to make attractive displays.
  - Slice and pit fruit for decorating drinks.
  - Prepare snacks such as pickles, cheese, and cold meats.
  - Order liquor and supplies.
  - Wash and sterilize glasses.
  - Take payments for drinks and return the correct change.

- **HOURS OF WORK:**

Night and weekend work and split shifts are common

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local bartenders' association
Local business for on-the-job training
Local Guidance Counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

Council on Hotel, Restaurant and Institutional Education
Human Development Building
Room 188
University Park, Pennsylvania 16802

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Speech	Chemistry
Business Math	Food Prod. Mgt. Serv.

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc
Home Economics-related Occupations
Program Beneficial
On-the-job training

- **SPECIAL REQUIREMENTS:**

Some states require health certificates
Must be 21 years old
In some cases, must be bonded

SOC	5212	DOT	312-474-010
MATRIX	70040401		312-477-010
GOE	09.04.01		312-677-010
CIP	20.0406		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

BICYCLE REPAIRER

JOB DESCRIPTION:

Repairs and services bicycles, using power tools and hand tools; tightens and loosens spokes to align wheels. Disassembles axle to repair coaster brakes and to adjust and replace defective parts. May weld broken or cracked parts with oxyacetylene torch and welding rods.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	85	123	**TOTAL**	38	**AVE. RATE**	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Trade,Whol&Ret	100.0
CLARMONT	9	1		
CONCORD	6			
DOVER	6			
KEENE	7			
LACONIA	7			
LITTLETON	2			
MANCHESTER	18	2		
NASHUA	8	1		
PORTSMOUTH	13	2		
PT. LAW-HAV	4			

WORK CONDITIONS:

Indoors, clean surroundings

ADVANCEMENT OPPORTUNITIES:

Self-employment
Sales representative

SAMPLE PLACES OF WORK:

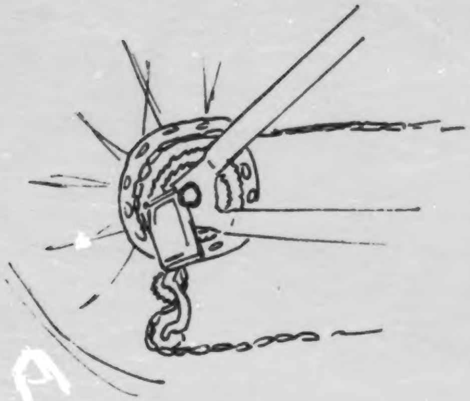
Repair shops
Bicycle shops
Department stores

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Tire Repairer
Parking Meter Servicer
Tool Maintenance Worker



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Tighten and loosen spokes.
- Repair brakes.
- Adjust/repair defective parts.
- Adjust/repair cables.
- Install/adjust speed and gear mechanisms.
- Shape replacement parts using a bench grinder.
- Install, replace, and repair equipment—handlebars, stands, lights, and seats.
- Paints bicycle frame.
- Repairs tires and tubes.
- Assemble new bicycles.

- **HOURS OF WORK:**

35-40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A

Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Association of Home Appliance Manufacturers
20 N. Wacker Drive
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

General Science
Geometry
Industrial Arts—Visual Communication Tech.
Industrial Arts—Materials & Process. Tech.
Industrial Arts—Energy & Power Tech.
Adult education courses in bicycle repair

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved secondary vocational mechanics and repairers program

On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	6179	DOT	639-681-010
MATRIX	50083202		
GOE	05.10.02		
CIP	47.0407		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

BINDER WORKER, ASSEMBLY

JOB DESCRIPTION:

These people operate or tend machines used to assemble or repair books, magazines, and other printed material. Some workers tend machines that assemble, glue, and fold sheets of paper to make business forms. Others tend machines used to repair stitching in books, fasten wire bindings in notebooks, or remove faulty printing from paper products. They may install machine attachments, set machine controls, load machines with materials, and clear machine jams. They also check finished products for defects and may keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990	TOTAL	AVE. RATE
EMPLOYMENT:	169	240	71	3.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Manufacturing	96.7
CLARMONT	25	2	Services-Other	3.3
CONCORD	56	5		
DOVER	3			
KEENE	27	2		
LACONIA	2			
LITTLETON	1			
MANCHESTER	21	1		
NASHUA	28	1		
PORTSMOUTH	3			
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

supervisory position

SAMPLE PLACES OF WORK:

Printing and publishing companies
Paper goods manufacturers
Book binderies
Ammunitions factories or plants

NATIONAL WAGE RANGE:

$10.05 per hour
Average

WORK CONDITIONS:

Inside work
Some hazards
Some noise

RELATED OCCUPATIONS:

Collating Machine Operator
Inlayer
Assembler, Cards and Announcements
Tipper
Spiral Binder

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

Tend a machine that assembles, glues, folds, and cuts business forms and carbon inserts.
- Set machine controls, according to the number of sheets to be assembled.
- Feed sheets into the machine.
- Stack completed sets of forms.

Tend a stitching machine used to repair magazines, comic books, or catalogs.
- Place open books over a machine fixture and position where stitching is needed.
- Press a pedal to start the machine, insert stitches.
- Examine books to determine if they are worth repairing.

Tend a machine that binds pages to form books.
- Install machine attachments.
- Feed book bodies into the feed holder of the machine.

Tend a machine that fastens wire binding in the covers and pages of notebooks.
- Hold parts of items to be bound against the guide stops of the machine.
- Press a pedal to operate the machine.
- Remove broken pieces of wire from the machine, using pointed pliers.
- Dispose of damaged covers and backs.

• HOURS OF WORK:

Some of these jobs offer opportunities for part-time or temporary work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Graphics and Printing Communications
Machine Tool/Machine Shop
Industrial Arts—Visual Communications Tech.

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Precision Production Program in Graphic Arts

• SPECIAL REQUIREMENTS:

SOC	7649	DOT	653-685-010	ARMY	83F	AIR FORCE	71350
MATRIX	50100206			NAVY	LI	MARINES	1521
GOE	06.04.04			COAST GUARD	--		
CIP	48.0202						

VIEW SCRIPT—13a

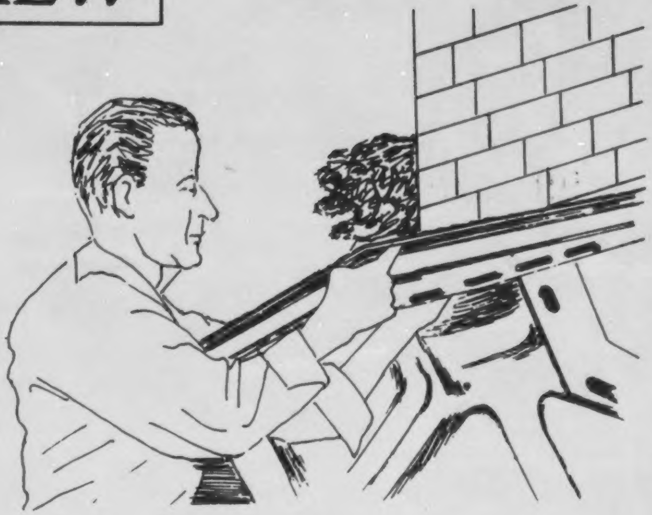
NewHampshire VIEW

Vital Information for Education and Work

BODY REPAIRER, AUTO

JOB DESCRIPTION:

These workers repair and refinish vehicle bodies. They straighten bent frames, remove dents, and replace crumpled parts that are beyond repair. They may straighten bumpers or replace broken glass. They may tighten brackets and loose bolts, and make other minor repairs. Some install custom equipment at customer's request. They use a variety of equipment and tools, including drills, riveters, welders, hammers, files, screwdrivers, and sanders. Some also use measuring tools and power machinery.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	621	774	TOTAL	153	AVE. RATE	2.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	33	2	Trans,Comm,Util	.5
CLARMONT	45	2	Trade,Whol&Ret	64.8
CONCORD	53	2	Services-Other	34.4
DOVER	42	2	Government	.3
KEENE	41	2		
LACONIA	58	2		
LITTLETON	18			
MANCHESTER	147	7		
NASHUA	83	3		
PORTSMOUTH	79	3		
PT. LAW-HAV	21			

WORK CONDITIONS:

Indoors, noisy
Work in awkward positions
Considerable dust and paint odors

ADVANCEMENT OPPORTUNITIES:

Shop supervisor
May own body repair shop
Appraisers for insurance companies

SAMPLE PLACES OF WORK:

Automobile body shops
Car and truck dealerships
Motor vehicle manufacturers
Home repair shops
Companies and organizations that maintain their own motor vehicles

NATIONAL WAGE RANGE:

$10.90 per hour

RELATED OCCUPATIONS:

Automobile Bumper Straightener
Used Car Renovator
Automobile Body-Customizer
Truck Body Builder

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Drive a car to listen for noises and look for leaks.
- Replace worn rubber moldings on car doors and windows.
- Compute the cost of parts and labor required to repair a truck body or frame.
- Use hand tools and power tools to repair trailers.
- Weld together truck body parts and braces.
- Measure and mark vinyl to be used in car roofs.
- Remove the upholstery from a bus.
- Use wrenches and a cutting torch to remove damaged fenders and grills.
- File, grind, and sand repaired surfaces.
- Overhaul used and wrecked trailer bodies.
- Use power shears to cut openings in a car.
- Screw, rivet, and weld new units to trailer sections.
- Fill dents with solder and other plastic material.
- Use a sledgehammer to remove dents in car bumpers.
- Use a glass cutter to cut safety glass to a certain size and shape.
- Replace a broken windshield in a car.

• HOURS OF WORK:

Generally, these workers have a standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local auto body shop
See Appendix A

WHERE TO GET FURTHER INFORMATION:

National Institute for Automobile Service Excellence
1825 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Automobile body repair
Business Math
Industrial Arts Energy and Power Tech.
Industrial Arts Materials and Process Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
3-year apprenticeship program

Graduation from approved Sec/Voc
Mechanics & Repairers Program

• SPECIAL REQUIREMENTS:

Voluntary certification by the National Institute for Automobile Service Excellence

SOC	6115	DOT	807-381-010
MATRIX	50080801		
GOE	05.05.06		
CIP	47.0603		

ARMY	44B	AIR FORCE	47253
NAVY	CM	MARINES	3513
COAST GUARD	–		

VIEW SCRIPT—14a

New Hampshire VIEW
Vital Information for Education and Work

BOOKKEEPER, HAND

JOB DESCRIPTION:

These workers maintain financial records of a business and enable the owner to keep informed of its financial position. They prepare tax reports, balance books, compile reports, etc.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	4151	5735	**TOTAL**	1584	**AVE. RATE**	3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	194	16	Construction	6.8
CLARMONT	291	26	Manufacturing	13.1
CONCORD	387	34	Trans, Comm, Util	5.1
DOVER	349	30	Trade, Whol & Ret.	45.7
KEENE	303	26	Finance, Ins, Re.	6.5
LACONIA	355	32	Services-other	17.5
LITTLETON	128	11	Government	5.2
MANCHESTER	899	78		
NASHUA	607	53		
PORTSMOUTH	473	41		
PT. LAW-HAV	165	15		

WORK CONDITIONS:

Prolonged sitting
Frequent interruptions
Detailed work

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Management

SAMPLE PLACES OF WORK:

Wholesale, trade, and manufacturing industries, banks, etc.

NATIONAL WAGE RANGE:

$130– $340 weekly

RELATED OCCUPATIONS:

Audit Clerk
Bookkeeping machine operator
Credit card clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Prepare withholding, social security, and other tax reports
- Operate calculating machine
- Verify details of transactions
- Enter transactions in journals
- Balance books and compile reports showing statistics
- Compute, type, and mail monthly statements to customers
- Summerize details in separate ledgers

YEAR 1978-79
YEAR 1979-80
ACCOUNTS '81

- **HOURS OF WORK:**

Regular 35—40 hour week (exception: quarterly IRS reports)

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

  Local businesses for on-the-job training
  Local Guidance Counselor

  See Appendix A
  See Appendix B

WHERE TO GET FURTHER INFORMATION:

United Business Schools Association
1730 M. Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

  Accounting/Bookkeeping/Recordkeeping
  Business Math
  Typing
  Office Machines

- **EDUCATION/TRAINING NEEDED:**

  On the job training
  Graduation from an Approved Secondary Accounting, Bookkeeping, and Recordkeeping Program
  Graduation from a Voc/Tech College Accounting Program

- **SPECIAL REQUIREMENTS:**

SOC 4712
MATRIX 40060603
GOE 07.02.01
CIP 07.0103

DOT 210 382 014
210 382 018

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

BRICKLAYER

JOB DESCRIPTION:

Bricklayers lay bricks and concrete and set cinder blocks, and similar materials to build and repair walls, sewers, boilers, furnaces, smokestacks, and structures. To put up a wall, they first build the corners at each end of the wall and stretch a line between the corners to serve as a guide for laying the brick. They spread a bed of mortar (cement mixture) with a trowel (a flat metal tool), place bricks on the mortar bed, and then tap them into place. They cut bricks with a hammer and chisel to fit around corners.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979: 336	1990: 404	TOTAL 68	AVE. RATE 1.8
LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	11		Construction	98.8
CLARMONT	30	2	Manufacturing	1.2
CONCORD	18			
DOVER	16			
KEENE	30	1		
LACONIA	23			
LITTLETON	11			
MANCHESTER	95	4		
NASHUA	63	2		
PORTSMOUTH	24	1		
PT. LAW-HAV	17			

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Estimators
Private owned contracting
Business

SAMPLE PLACES OF WORK:

Contracting firms
Construction firms
Brick and tile manufacturers
Foundries
Chimney cleaning businesses
Coke manufacturers
Government agencies or businesses that do their own building and alteration

NATIONAL WAGE RANGE:

$12.64 per hour

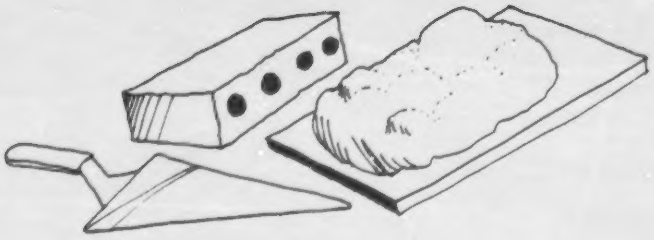
WORK CONDITIONS:

Outdoors, hazardous
Work off ground on scaffolding, tolerate dust and heat, seasonal

RELATED OCCUPATIONS:

Acid-tank Liner
Bricklayer Apprentice

VIEW SCRIPT—15b



MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Use a trowel to spread a layer of mortar that serves as a base and binder for bricks.
- Use a plumb bob, sauseline, and level to determine how to line up bricks.
- Assemble an acid-proof brick lining in metal tanks used to store acid.
- Repair kilns used to make tile, brick, and sewer pipe.
- Calculate angles and layers for building walls, arches, columns, and corners.
- Repair chimneys by sandblasting, filling in cracks with mortar, applying paint, and installing lightning rods.
- Use hand tools, spray guns, and sandblasting machines to repair coke ovens.

• HOURS OF WORK:

Usually standard 40-hour work week. However, may not be able to work outdoors during rain or freezing weather.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local bricklayers unionfor apprenticeship training

See Appendix A
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Union of Bricklayers/Allied Craftsmen
International Masonry Apprenticeship Trust
815 15th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Math
Industrial Arts—Visual Communications Tech.
Industrial Arts—Materials & Process Tech.
Machine Tool/MachineShop
Math
Mechanical drawing

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
3-years apprenticeship training
On-the-job training
Graduation from an approved Sec/Voc Construction Trades Program

• SPECIAL REQUIREMENTS:

SOC	6412	DOT	861-381-014	ARMY	51B	AIR FORCE	55251
MATRIX	50020601			NAVY	BO-5902	MARINES	--
GOE	05.05.01			COAST GUARD	DC		
CIP	46.0102						

VIEW SCRIPT–16a

New Hampshire VIEW

Vital Information for Education and Work

BUS DRIVER

JOB DESCRIPTION:

Bus drivers take passengers from place to place in a city or town or from city to city. They may drive a public bus to pick up and discharge passengers at bus stops along city streets. They may take children to schools in the morning and return them to their homes at the end of each school day. They may transport workers to and from work sites or drive a chartered bus to take groups to and from different locations. They may drive an intercity bus and pick up and discharge passengers in many cities along a route.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1545	1881	TOTAL	336	AVE. RATE	1.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	42	5	Trans,Comm,Util	68.2
CLARMONT	98	12	Services-Other	2.9
CONCORD	205	21	Government	28.9
DOVER	206	21		
KEENE	118	13		
LACONIA	191	20		
LITTLETON	39	5		
MANCHESTER	118	12		
NASHUA	264	25		
PORTSMOUTH	84	8		
PT. LAW-HAV	182	17		

WORK CONDITIONS:

Driving through heavy traffic while dealing with passengers
Some work evenings and after midnight; weekends

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

City bus companies
Intercity bus companies
Schools
Airports or hotels
Large farms

NATIONAL WAGE RANGE:

About $22,000 per year
Average

RELATED OCCUPATIONS:

Long-distance Truck Drivers
Bus Driver, Day-Haul or Farm Charter
Mobile Lounge Driver
Hostler

VIEW SCRIPT—16b

GRAY DOG
BUS LINE
ADULT
TICKET
DESTINATION:
ONE WAY
CLEVELAND
23970
2

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Drive a bus to take farm workers to work sites.
- Drive a bus from city to city.
- Drive a bus along an assigned route in a city.
- Park a bus in a loading area.
- Give information to bus passengers and help them with their baggage.
- Collect tickets and money from passengers.
- Adjust heat and air controls to keep passengers comfortable.
- Keep records of money collected and mileage driven.
- Report accidents or delays.
- Check gas, oil, and water.

- **HOURS OF WORK:**

May work nights and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local intercity or transcontinental bus business office
Local guidance counselor
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Amalgamated Transit Union
5025 Wisconsin Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Math
Machine Tool/Machine Shop
Automotive Mechanics
Drivers Training

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech
College Program in Specific
Skills Training

Training program
by employer

- **SPECIAL REQUIREMENTS:**

Commercial chauffeur's license

SOC	8212	DOT	913-463-010
MATRIX	62000401		913-663-014
GOE	09.03.01		913-363-010
CIP	42.0205		909-663-010

ARMY
NAVY
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AIR FORCE
MARINES

NewHampshire VIEW

Vital Information for Education and Work

BUTCHER AND/OR MEAT CUTTER

JOB DESCRIPTION:

Performs all slaughtering and butchering operations in a slaughtering or meat packing establishment. Bone and carve meats into specific cuts or quarters. Hang animals by hind legs for cutting and skinning. May stun animal prior to slaughtering.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	824	1103	**TOTAL** 279	**AVE. RATE** 3.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	35	3	Trade, Whol & Ret.	96.7
CLARMONT	53	5	Services—Other	1.3
CONCORD	62	5	Government	1.9
DOVER	65	6		
KEENE	59	5		
LACONIA	55	5		
LITTLETON	17	1		
MANCHESTER	172	15		
NASHUA	107	9		
PORTSMOUTH	118	10		
PT. LAW-HAV	83	8		

WORK CONDITIONS:

Indoors, clean, on your feet most of the time
Work in cold temperatures

ADVANCEMENT OPPORTUNITIES:

- Supervisory position
- Meat buyer
- Grocery store manager
- Own your own store

SAMPLE PLACES OF WORK:

- Slaughter houses
- Butcher shops
- Grocery stores
- Hospitals
- Restaurants
- Schools

NATIONAL WAGE RANGE:

$10.14 per hour
Average

RELATED OCCUPATIONS:

- Deli Cutter/Slicer
- Carver

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Trims head meat and otherwise severs or removes parts of animal heads or skulls.
  - Saws, splits or scrubs slaughtered animals to reduce carcass.
  - Splits open, trims and cuts carcasses to edible portions.
  - Washes carcasses.
  - Wraps muslin cloth about dressed animal carcasses or sides to enhance appearance and protect the meat.
  - Shaves hog carcasses.
  - Trims, cleans animal hides using knife.
  - Cuts bones from standard cuts.
  - Examines, weighs, and sorts fresh pork cuts.
  - Cuts small animals (chicken, rabbit, duck) into pieces.
- **HOURS OF WORK:**

  Normal work hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

  Your local butcher shop for on-the-job training.
  Local Guidance Counselor
  See Appendix B

WHERE TO GET FURTHER INFORMATION:

Amalgamated Meat Cutters and
Butcher Women of North America
2800 North Sheridan Road
Chicago, Illinois 60658

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

  Industrial Arts– Materials & Process Tech.
  Business Math
  Biology
  Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

  Graduation from Voc/Tech
  College Program in Culinary Arts
  Apprenticeship Program
  On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	5217	DOT	316-681-010	316-684-018	**ARMY**	94B	**AIR FORCE**	61250
MATRIX	70041401		316-684-022	316-684-010	**NAVY**	MS-3537	**MARINES**	---
GOE	05.10.08		316-684-014	316-661-010	**COAST GUARD**	5S-OC, OS		
CIP	48.0402							

VIEW SCRIPT—18a

New Hampshire VIEW

Vital Information for Education and Work

BUYER, RETAIL AND/OR WHOLESALE

JOB DESCRIPTION:

These people buy goods for resale in wholesale and retail stores. They attend fashion and trade shows, visit showrooms, or talk with sales workers to select merchandise that will satisfy their stores' customers. A buyer for a small store may purchase its complete stock of goods. Those who work for larger businesses usually handle one or a few related lines of goods. Buyers must be able to judge the resale value of goods and make a purchase decision quickly. They also arrange for goods to be shipped and approve payments for orders received.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1990

EMPLOYMENT: 934 1303 **TOTAL** 369 **AVE. RATE** 3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	48	5	Trade, Whol & Ret.	100.0
CLARMONT	66	6		
CONCORD	70	7		
DOVER	74	8		
KEENE	61	6		
LACONIA	67	6		
LITTLETON	24	3		
MANCHESTER	212	21		
NASHUA	136	14		
PORTSMOUTH	119	11		
PT. LAW-HAV	58	6		

WORK CONDITIONS:

Indoors, very competitive, operate under pressure
Work with many different people

ADVANCEMENT OPPORTUNITIES:

Merchandise manager
General merchandise manager

SAMPLE PLACES OF WORK:

Wholesale and retail stores

NATIONAL WAGE RANGE:

$19,000–$28,000

RELATED OCCUPATIONS:

Assistant Buyer
Christmas Tree Contractor

VIEW SCRIPT–18b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Inspect merchandise to determine its value.
- Select and order goods shown by sales representatives and other sellers.
- Contact sellers to arrange for the purchase of goods.
- Contact carriers to arrange the delivery of goods.
- Approve payments of invoices or the return of merchandise.
- Conduct staff meetings with sales workers to show them new merchandise.
- Check the amount and quality of stock received from a manufacturer.
- Give pricing and other information to workers to mark prices on merchandise.

- **HOURS OF WORK:**

Usually work more than 40-hour week because of special sales, conferences, and travel

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Retail and Wholesale businesses for training
Local Guidance Counselor

See Appendix B

See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
100 West 31st Street
New York, New York 10001

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Public Speaking
Ag. Serv. & Sup.
Business Dymamics
General Marketing

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tec College Program in Marketing Management
Graduation from a Business College Program
On-the-job Training

- **SPECIAL REQUIREMENTS:**

SOC 1442
MATRIX 10240804
GOE 08.01.03
CIP 01.0503

DOT 162-157-018 162-117-010
162-157-022

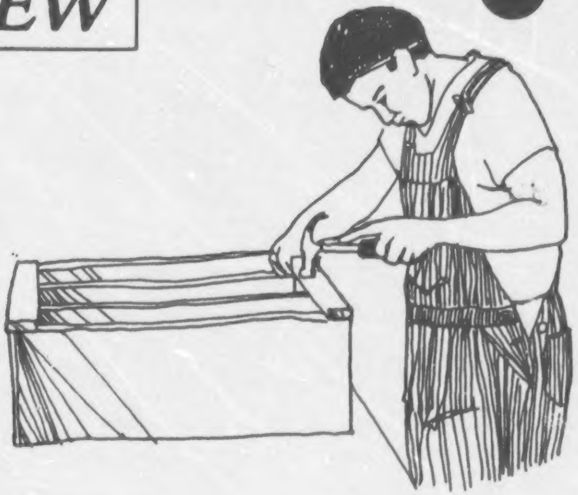
ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—19a

New Hampshire VIEW

Vital Information for Education and Work



CABINETMAKER

JOB DESCRIPTION:

These skilled workers cut, shape, and put together the many different parts of complex or fancy wooden products. They may build and repair wooden cabinets and high-grade furniture, or make parts for wooden products such as doors, and window frames. They use woodworking machines and many types of handtools. They follow blueprints or drawings of articles to plan, cut, shape, and assemble wooden parts. They may stain, varnish, or paint finished products and install hardware such as hinges, catches, and drawer pulls.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	440	510	TOTAL 70	AVE. RATE 1.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	36	2	Construction	7.8
CLARMONT	7		Manufacturing	88.0
CONCORD	41	2	Trade, Whol & Ret	3.9
DOVER	4		Government	.2
KEENE	52	4		
LACONIA	17	1		
LITTLETON	9			
MANCHESTER	127	9		
NASHUA	114	6		
PORTSMOUTH	8			
PT. LAW-HAV	25	1		

ADVANCEMENT OPPORTUNITIES:

- Supervisory position
- Estimator
- Shop owner
- Self employed

SAMPLE PLACES OF WORK:

- Woodworking shops
- Carpentry shops
- Building contractors
- Self employed

NATIONAL WAGE RANGE:

$9.63 per hour
Average

WORK CONDITIONS:

Must be able to tolerate noise, wood dust and machine vibrations

RELATED OCCUPATIONS:

- Cabinetmaker Apprentice
- Carpenter
- Bench Carpenter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study blueprints or drawings of articles to be built or repaired.
- Mark the outline of parts on paper or lumber stock.
- Match pieces of lumber, based on the color, grain (or pattern), and texture (or feel) of the wood.
- Use a plane, chisel, and wood file to trim joints of articles.
- Set up and operate woodworking machines such as power saws, jointers, and shapers.
- Bore holes in wood to insert screws or dowels.
- Glue, fit, and clamp parts together.
- Nail fasteners in place to strengthen joints.
- Sand the stain finished products.
- Select, install, and adjust saw blades.
- Use a grinder to sharpen cutting tools.
- Work in an apprenticeship program to learn the craft.

• HOURS OF WORK:

Hours vary, depending on job.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Carpenter's Union for apprenticeship training

See Appendix A

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

United Brotherhood of Carpenters and
Joiners of America
101 Constitution Avenue, N.W.
Washington, D.C. 20001

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Millwork and Cabinet Makers
Machine Tool/Machine Shop
Physics 1A–Materials and Processing Tech

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc Precision Production Program
4-year apprenticeship training

• SPECIAL REQUIREMENTS:

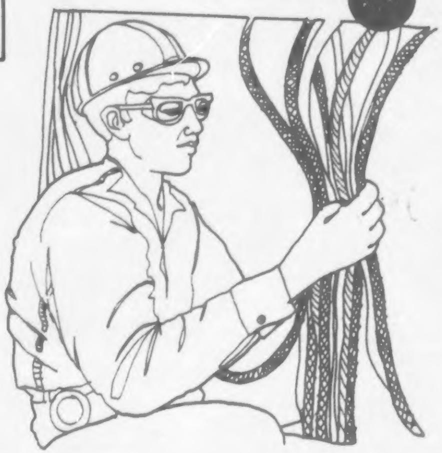
SOC 5832
MATRIX 50140401
GOE 05.05.08
CIP 48.0703

DOT 660-280-010
660-280-014

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT–20a

New Hampshire VIEW
Vital Information for Education and Work



CARD TENDERS

JOB DESCRIPTION:

These workers operate and tend carding machines that open, clean and aline cotton asbestos or other fibers. They also feed loose fibers into machines or mounts lap of fiber or bracket at feed end of the machine. Cleans and maintains the machine using brush, waste and airhose.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	190	206	**TOTAL**	16	**AVE. RATE**	.8

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN			Manufacturing	100.0
CLARMONT	64	6		
CONCORD	38	4		
DOVER	3			
KEENE	39	4		
LACONIA	27	2		
LITTLETON	1	2		
MANCHESTER	14	1		
NASHUA	2			
PORTSMOUTH				
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Senior card tender
Supervisory position

SAMPLE PLACES OF WORK:

Shops or factories which produce textile and asbestos products.

NATIONAL WAGE RANGE:

Not available

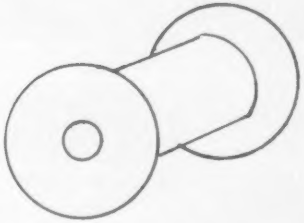
WORK CONDITIONS:

Indoors, noisy
Lift heavy objects
Tolerate dust

RELATED OCCUPATIONS:

Card Stripper
Comber Tender
Finisher-card Tender
Middle-card Tender

MORE ABOUT THE JOB:



• SAMPLE WORK ACTIVITIES:

- Operate and tend carding machine.
- Feed carding machine.
- Mount lap of fiber on bracket.
- Monitors fibers for breaks.
- Pieces broken fibers by rolling and twisting with fingers.
- Cleans machine.
- Oils Machine.
- Replace full cans of sliver with empty cans.

• HOURS OF WORK:

Many of these jobs typically require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local textile industry for on-the-job training
Local Guidance Counselor
See Appendix B

WHERE TO GET FURTHER INFORMATION:

American Textile Manufacturing Institute, Inc.
Public Relations Division
1501 Johnston Building
Charlotte, North Carolina 28202

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Mathematics
Industrial Arts—Materials & Process Tech.
Blueprint reading

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from Voc/Tech College
Program in Specific Skills Training

• SPECIAL REQUIREMENTS:

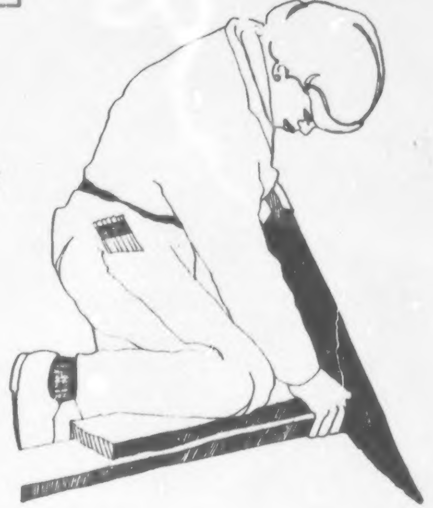
SOC	7659	DOT	680-685-018	680-685-014
MATRIX	61040202		680-665-010	680-685-042
GOE	06.04.09		680-685-018	
CIP	47.0303			

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

New Hampshire VIEW

Vital Information for Education and Work

CARPENTERS



JOB DESCRIPTION:

Carpenters build, install, and repair all kinds of wooden structures. They also work with materials such as plastic or fiberglass. The duties of carpenters vary greatly. They may build house frameworks, scaffolds, and wooden forms for concrete. They may erect docks, bridges, and supports for tunnels and sewers; build stairs; install floors, cabinets, doors, and wood paneling; and put up tile. They follow blueprints and use measuring tools, power tools, and a variety of hand tools to do their work.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990	TOTAL	AVE. RATE
EMPLOYMENT:	3302	4037	735	2.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	150	8	Construction	79.7
CLARMONT	298	16	Manufacturing	9.9
CONCORD	333	19	Trans,Comm,Util	.1
DOVER	229	14	Trade,Whol+Ret	1.1
KEENE	227	13	Finance,Ins,Re	1.2
LACONIA	312	17	Services-Other	5.0
LITTLETON	99	5	Government	3.1
MANCHESTER	489	26		
NASHUA	529	31		
PORTSMOUTH	531	21		
PT. LAW-HAV	103	5		

ADVANCEMENT OPPORTUNITIES:

Independent Contractors
Supervisors
General Construction Supervisors

SAMPLE PLACES OF WORK:

Contracting and homebuilding firms
Government agencies
Utility companies
Boat or shipbuilding firms
Businesses that build or sell signs and billboards
Manufacturing firms and large organizations

NATIONAL WAGE RANGE:

$9.34-$12.42 per hour

WORK CONDITIONS:

Outdoors and indoors
Hazardous
May work off the ground on scaffolding
Tolerate heat and dust
Seasonal

RELATED OCCUPATIONS:

Form Builder
House Repairer
Timber Framer
Prop Maker
Boatbuilder
Roof Assembler
Lay-out Worker
Sider

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Work from blueprints or spoken instructions to build and repair wooden structures of homes and buildings.
- Mount soundproof tile to walls and ceilings of buildings.
- Mark cutting and assembly lines on materials, using pencil, chalk, and marking gauge.
- Build stairs and lay out and install wooden partitions.
- Build rough wooden structures such as concrete forms, tunnel supports, and temporary frame shelters.
- Construct premade wooden forms to form parts of a ship.
- Use a woodworking machine to build cabinets in a carpenter's shop.
- Build a ship's structural woodwork and wooden gear.
- Join precut wood, metal, and plastic board pieces to assemble a roof for a building.
- Build and repair wooden boats.
- Repair wooden railroad bridges, trestles, and tunnel supports.
- Replace decayed, split, or crooked timber on a bridge.
- Install flooring, wall linings, sidings, and window sills in railroad cars.
- Mold, bend, and laminate wood to form parts of a ship.
- Build a wooden storage tank.
- Cut, fit, and install supporting timbers in an underground mine.
- Repair doors and windows in mobile homes.
- Put up billboards.
- Make props for movie and theater productions.

• HOURS OF WORK:

Usually 40 hour workweek, however may not be able to work outdoors during raining or freezing weather..

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

United Brotherhood of Carpenters/
Joiners of America
101 Constitution Avenue, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Geometry
Carpentry
Machine Tool/Machine Shop
Industrial Arts 1—Materials and Process Tech

• EDUCATION/TRAINING NEEDED:

Apprenticeship Program
Graduation from an approved Sec/Voc Construction Trades Program (Carpentry)
Graduation from Voc/Tech College Program in Building Construction

• SPECIAL REQUIREMENTS:

SOC	6422	**DOT**	860-381-022	**ARMY**	51B	**AIR FORCE**	55250
MATRIX	50020201			**NAVY**	BU	**MARINES**	1371
GOE	05.05.02			**COAST GUARD**	DC		
CIP	46.0201						

New Hampshire VIEW

Vital Information for Education and Work

CASEWORKER

JOB DESCRIPTION:

Case workers counsel and give aid to people who need help. For example, they help people who are poor or ill or who have housing, family, or behavior problems. They talk with people to understand their problems and to plan ways to help them. They plan activities and services for children, teenagers, adults, and older persons. They provide inforamtion and referral services in many areas. They advise on child care and place children in foster homes. They also help patients and families cope with illnesses.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979: 988	1990: 1516	TOTAL 528	AVE. RATE 4.9
LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	34	4	Services-Other	48.6
CLARMONT	71	8	Government	51.4
CONCORD	340	32		
DOVER	39	4		
KEENE	54	6		
LACONIA	103	10		
LITTLETON	27	2		
MANCHESTER	150	16		
NASHUA	83	8		
PORTSMOUTH	75	7		
PT. LAW-HAV	13	2		

ADVANCEMENT OPPORTUNITIES:

Supervisor
Administrator
Director

SAMPLE PLACES OF WORK:

Federal government agencies
Public and private agencies—state departments of public assistance
Religious and volunteer organizations
Schools Hospitals Clinics
State and local government agencies involved in social policy, planning, organization, welfare programs

NATIONAL WAGE RANGE:

$15,900–$21,100

WORK CONDITIONS:

May involve weekend and evening work to meet with clients, attend community meetings, and handle emergency situations.

Spend considerable time away from office.

RELATED OCCUPATIONS:

Parole Officer	Community Organization Worker
Probation Officer	Human Relations, Drug, Alcohol Counselor
Group Worker	Public Health, Community Relations

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Talk with clients who are unemployed to see what help they need.
- Help families plan ways to solve their problems.
- Gather information about clients from their employment, medical, and school records.
- Determine if clients can meet requirements for public aid.
- Counsel parents who have problems rearing their children.
- Investigate homes to see if children are well cared for.
- Place children in foster or adoptive homes.
- Counsel couples who have problems with their relationship.
- Arrange for people to get job training.
- Help needy families find low income housing.
- Develop programs in a community center or youth half-way house.
- Counsel groups of youths who are in danger of becoming delinquents.
- Arrange services for disabled patients to help them become self sufficient.
- Help families deal with a disturbed family member.
- Counsel children who have problems coping with school life.
- Keep track of and assist law breakers who are on parole or probation.
- Organize programs to prevent or treat drug and alcohol abuse.

• HOURS OF WORK:

Most case workers have a 5-day, 35-40 hour week. Some overtime is possible. Some work evenings and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Association of Social Workers
1425 H Street, N.W., Suite 600
Southern Building
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Psychology
Sociology
Economics
Political Science
Allied Health

• EDUCATION/TRAINING NEEDED:

Graduation from a Voc/Tech College
Human Services/Mental Health Programs

Graduation from a Social Welfare/
Work, College Program

• SPECIAL REQUIREMENTS:

Must be licensed in some states.

SOC	2032	DOT	195-107-010	195-167-030	ARMY		AIR FORCE	75150
MATRIX	10243401		195-267-014	195-167-034	NAVY	PN-2612	MARINES	8231
GOE	10.01.02		195-167-014	195-164-010	COAST GUARD			
CIP	17.0401		195-167-010					

New Hampshire VIEW

Vital information for Education and Work

CASHIERS

JOB DESCRIPTION:

Cashiers handle payments from customers for businesses. Most cashiers receive money, make change, fill out change forms, and give receipts. They also may sell tickets or goods, add up the cost of purchases, and operate several types of machines. A growing number of them use electronic registers that automatically add in taxes and record inventory numbers and other information. Some use adding machines or change-dispensing machines.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	7367	10,393	**TOTAL**	3026	**AVE. RATE**	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	336	27	Manufacturing	.1
CLARMONT	485	39	Trans,Comm,Util	.6
CONCORD	614	50	Trade,Whol&Ret	84.8
DOVER	680	54	Finance,Ins,Re	1.0
KEENE	501	41	Services-Other	9.9
LACONIA	580	47	Government	3.5
LITTLETON	181	15		
MANCHESTER	1343	108		
NASHUA	967	78		
PORTSMOUTH	1010	82		
PT. LAW-HAV	670	54		

WORK CONDITIONS:

Indoors
On your feet for long periods of time

ADVANCEMENT OPPORTUNITIES:

Limited opportunities but may advance to department or store manager

SAMPLE PLACES OF WORK:

Supermarkets, other food stores
Retail stores
Restaurants and cafeterias
Theaters and hotels
Schools and hospitals
Federal government
Banks
Public utilities
Any business

NATIONAL WAGE RANGE:

$3.70-$8.79 per hour

RELATED OCCUPATIONS:

Ticket Seller
Paymaster of Purses
Sheet Writer
Teller
Toll Collector
Cashier-Checker

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Take orders and receive payments for food and drinks.
- Receive cash and checks from customers in person or by mail.
- Use a charge plate to prepare credit card slips for customers to sign.
- Count money to make sure the amount is correct.
- Give out receipts for payments made by customers.
- Make change and cash checks.
- Record the amount of money received and paid out.
- Operate office machines, such as calculating, bookkeeping, and check-writing machines.
- Sell traveler's checks in a bank.
- Pay purses (winnings) to owners of winning race horses.
- Use an adding machine to add up the costs of goods bought by customers.
- Record the amount of sales on a cash register.
- Compare the amount of cash received in a day with the recorded amount of cash sales.
- Pay off bets placed by patrons of a gambling establishment.
- Cash checks, prepare money orders, and take payments for utility bills.
- Take money from truck drivers and give them receipts for cash collected on shipments.
- Collect tolls charged for the use of a bridge, highway, or tunnel.

• HOURS OF WORK:

Some cashiers may work during evenings and on weekends. Many of these jobs offer part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local retail stores for on the job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Employment opportunities are available from local businesses and local office of the State Employment Service

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Business Math
Typing
General Office Related Programs

• EDUCATION/TRAINING NEEDED:

On-the-job training

• SPECIAL REQUIREMENTS:

SOC	4364	**DOT**	211-462-018	**ARMY**	73D	**AIR FORCE**	--
MATRIX	40060801			**NAVY**	DK	**MARINES**	4131
GOE	09.04.02			**COAST GUARD**	--		
CIP	07.0205						

VIEW SCRIPT—24a

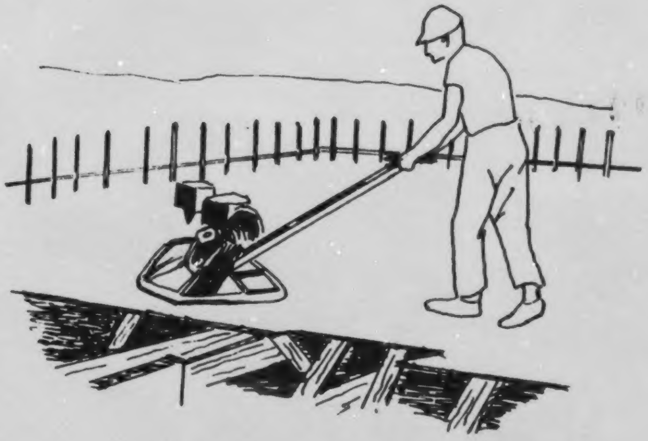
New Hampshire VIEW

Vital Information for Education and Work

CEMENT MASON

JOB DESCRIPTION:

Concrete Finishers mix, pour, and finish concrete for many types of construction projects. Work may range from finishing off small jobs, such as patios and floors, to building huge dams and concrete highways. They also color concrete surfaces and make concrete beams, columns, and panels.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	492	577	**TOTAL** 85		**AVE. RATE** 1.6	

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	20		Construction	95.5
CLARMONT	26		Manufacturing	4.0
CONCORD	37		Government	.5
DOVER	20			
KEENE	31			
LACONIA	57	2		
LITTLETON	6			
MANCHESTER	107	4		
NASHUA	64	2		
PORTSMOUTH	97	1		
PT. LAW-HAV	36			

ADVANCEMENT OPPORTUNITIES:

Supervisors
Contract estimators
May open concrete contracting business

SAMPLE PLACES OF WORK:

General contracting firms
Concrete work contractors
Floor contractors
Public utilities
Manufacturing firms
Private homes and businesses

NATIONAL WAGE RANGE:

$6.66 – $12.16 per hour

WORK CONDITIONS:

Mostly outdoor work
Much bending, stooping, reaching, and kneeling

RELATED OCCUPATIONS:

Concrete-Stone Finisher
Cell Maker
Cement Sprayer Helper

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Level, smooth, and shape surfaces of freshly poured concrete, using a straightedge and a screened (a wooden or metal strip used to level fresh concrete)
- Use a power grinder or chisel and hammer to remove rough spots from concrete surfaces
- Mix cement, using a hoe or concrete-mixing machine
- Spread concrete to desired depths
- Use power tools to break up and repair old concrete surfaces
- Mix sand, cement, and water to make cement grout
- Clean chipped concrete with a wire brush
- Sprinkle colored stone chips on concrete to decorate it
- Apply cement, sand, pigment, and marble chips to floors and stairways to make a strong and attractive finish

• HOURS OF WORK:

Regular 40 hour week at regular rate, additional hours = overtime. However, they may not be able to work outdoors during rain or freezing weather.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3406**
- For More Information Contact:

Local contracting businesses for on-the-job training or
local unions and contractors for apprenticeship programs
Local Guidance Counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

Bricklayers, Mason, and Plasterers
International Union of America
815 15th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Materials & Process Tech.
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

On-the-job training
Apprenticeship Program

Graduation from an approved Sec/Voc
Building Trades Program

• SPECIAL REQUIREMENTS:

SOC 6463
MATRIX 500 21201
GOE 05.05.01
CIP 46.0402

DOT 844 364 010
844 364 014
869 687 026

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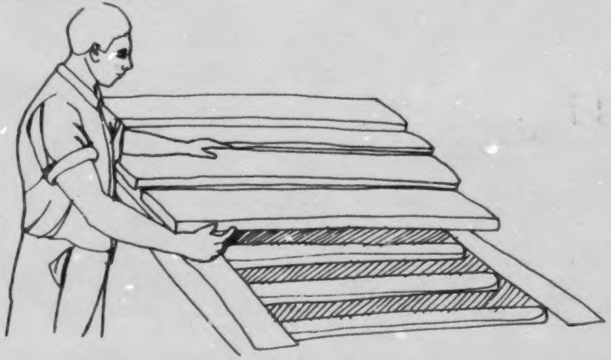
New Hampshire VIEW

Vital Information for Education and Work

CHAIN OFFBEARER LUMBER

JOB DESCRIPTION:

Pulls lumber from a moving conveyor and stocks it according to the grade marked on each piece. They may push buttons to start and stop conveyor and deposit waste material onto slasher conveyor for waste recovery.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	177	226	TOTAL 49	AVE. RATE 2.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	20	2	Manufacturing	100.0
CLARMONT	24	2		
CONCORD	17	1		
DOVER	9			
KEENE	20	1		
LACONIA	40	2		
LITTLETON	18	1		
MANCHESTER	5			
NASHUA	16	1		
PORTSMOUTH	4			
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Sawmill
Plan. mill
Industry

NATIONAL WAGE RANGE:

$5.26—$10.24 per hr

WORK CONDITIONS:

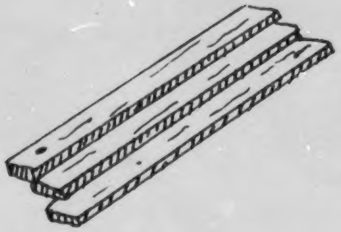
Indoors or outdoors
Noisy, can be hazardous
Must observe safety precautions

RELATED OCCUPATIONS:

Ripsaw Operator
Lumber Grader
Woodworking Machine Feeder

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**



- Remove lumber from conveyor coming from ripsaw, planer, trimmer, and grading tables.
- Check which grade lumber is according to grade marked on each piece.
- Slide and stack lumber on appropriate pile according to grade.
- Operate machine to start and stop conveyor and deposit waste material into slasher.

- **HOURS OF WORK:**

May work in factories or plants that require evening or shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local saw mill for on-the-job training
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Woodworkers of America
1622 N. Lombard Street
Portland, Oregon 97217

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Machine Tool/Machine Shop
Science
Industrial Arts II—Mat & Proc.

- **EDUCATION/TRAINING NEEDED:**

On-the job Training
High School graduate preferred

- **SPECIAL REQUIREMENTS:**

SOC 8725
DOT 669-686-018
MATRIX 80001005
GOE 06.04.03
CIP No Information

ARMY
AIR FORCE
NAVY
MARINES
COAST GUARD

NewHampshire VIEW

Vital Information for Education and Work

CHILD CARE WORKER

JOB DESCRIPTION:

These workers care for children or young adults in such places as boarding schools. orphanages, nurseries, hospitals, and playrooms. They help young children bathe, dress, and eat. They may plan recreational activities for children, instruct them in personal and health habits, and teach them to plan games and sing songes. Some assist handicapped children in a school or institution. Others work in sorority or fraternity houses, where they assign rooms to residents, supervise work and study programs, and chaperone trips and social functions.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	538	946	**TOTAL**	408	**AVE. RATE**	7.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	27	3	Services—Other	98,0
CLARMONT	42	6	Government	2.0
CONCORD	62	9		
DOVER	50	8		
KEENE	49	8		
LACONIA	57	9		
LITTLETON	15	2		
MANCHESTER	105	15		
NASHUA	70	10		
PORTSMOUTH	50	8		
PT. LAW-HAV	12	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self employment

SAMPLE PLACES OF WORK:

Nursery schools
Boarding schools
Sorority and Fraternity houses
Orphanages or live-in institutions for handicapped or exceptional children
Playrooms for children in department stores and other businesses

NATIONAL WAGE RANGE:

Slightly above minimum wage

WORK CONDITIONS:

May work either indoors or outdoors depending on weather
May be required to work evenings and weekends
Job can be both mentally and physically demanding

RELATED OCCUPATIONS:

Child Monitor
Playroom Attendant
Child Care Attendant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Coordinate activities for residents of a boarding school, sorority house, or medical institution.
- Help handicapped children while they are in school.
  - Wheel handicapped children to classes, lunchrooms, and treatment rooms.
  - Secure children into stretchers and place them in baths or pools for therapy.
  - Help children walk, board buses, eat, dress.
- Entertain children in the nursery or playroom of a department store, country club, hotel, theater.
- Care for children in a public institution.
  - Awaken children each morning and see that they get dressed, fed and ready for school. Instruct children in good health and personal habits.
  - Lead recreational activities.
  - Discipline children.
- Organize and lead activities in a nursery school.
  - Read to small children and teach them to paint, draw, and sing songs.
  - Direct children in eating, resting, and toileting.

• HOURS OF WORK:

Some of these jobs may require evening or weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Association of Childhood
Education International
3615 Wisconsin Avenue, N.W.
Washington, D.C. 20016

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Math
Child Care
Psychology
Sociology
Voc. Home Ec.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc Home Economics Related Occupational Program
Graduation from Voc/Tech College Program in Human Services
Graduation from a Child Care and Development College Program

• SPECIAL REQUIREMENTS:

SOC	5264	DOT	355-674-010	359-677-010	ARMY	AIR FORCE
MATRIX	70081602		359-677-018	301-677-010	NAVY	MARINES
GOE	10.03.03		359-677-026		COAST GUARD	
CIP	20.0202					

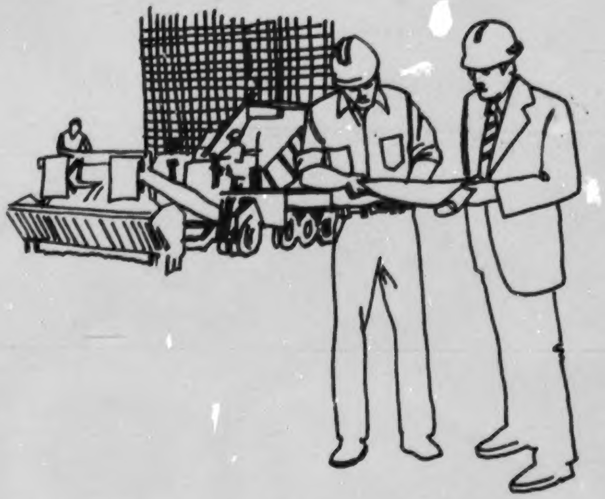
New Hampshire VIEW

Vital Information for Education and Work

CIVIL ENGINEER

JOB DESCRIPTION:

Civil engineers plan, design, and supervise the construction of structures such as buildings, roads, water and sewage systems, bridges, and dams. They also may do such things as conduct research, advise on engineering problems, prepare technical reports and materials, and teach.



CIVIL ENGINEER

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	700	987	TOTAL	287	AVE. RATE	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	18	2	Construction	15.1
CLARMONT	45	4	Manufacturing	2.8
CONCORD	229	19	Trans, Comm, Util	1.1
DOVER	26	2	Services–Other	20.8
KEENE	25	2	Government	60.2
LACONIA	87	7		
LITTLETON	19	2		
MANCHESTER	70	6		
NASHUA	43	4		
PORTSMOUTH	107	3		
PT. LAW-HAV	32	2		

WORK CONDITIONS:

Indoors and outdoors
May involve a great deal of travel

ADVANCEMENT OPPORTUNITIES:

Private consultant

SAMPLE PLACES OF WORK:

Construction companies
Forestry or logging companies
Engineering consulting firms
Railroad companies
Manufacturing companies
Waterworks and sewage service agencies
Colleges and universities

NATIONAL WAGE RANGE:

$22,900 – $32,800

RELATED OCCUPATIONS:

Drainage Design Coordinator
Forest Engineer
Irrigation Engineer
Hydraulic Engineer
Railroad Engineer
Sanitary Engineer
Structural Engineer
Airport Engineer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Plan how airports and landing fields should be built.
- Direct workers who dredge and build levees to open waterways.
- Plan and oversee the construction or irrigation projects designed to carry water to farm lands.
- Study problems of soil drainage and conservation.
- Advise firms on how to get rid of gases and oils.
- Plan and direct the activities of a water treatment plant.
- Test structures to make sure they are strong enough.
- Survey timber land and draw maps to show features of the area.
- Design railroad systems.
- Plan ways to change the layout of streets, highways, and freeways to improve traffic flow.
- Design a garbage disposal plant.

- **HOURS OF WORK:**

Hours may vary.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Society of Civil Engineers
345 East 47th Street
New York, New York 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Chemistry
Trigonometry
Algebra
Geometry
Drafting
Calculus
Physics

- **EDUCATION/TRAINING NEEDED:**

Graduation from an Engineering College Program

- **SPECIAL REQUIREMENTS:**

SOC 1628
MATRIX 10020601
GOE 05.01
CIP 01.0

DOT 005-061-014 005-061-022
005-167-014 005-061-026
005-167-018 005-061-030
005-061-018 005-061-034

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

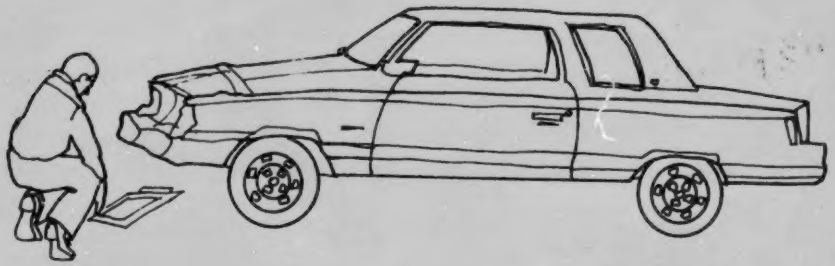
New Hampshire VIEW

Vital Information for Education and Work

CLAIM EXAMINER

JOB DESCRIPTION:

These people study insurance claims to see whether clients' policies cover them for particular losses. They also determine the amount of loss suffered by clients. They talk with clients to try to settle claims, and may approve payments to them. They use reports, physical evidence, and witnesses' reports to investigate claims. Many of these workers specialize in a certain type of claim, such as auto, home, life, or property damage or loss.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	510	799	TOTAL	259	AVE. RATE	4.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Finance,Ins,Re	91.5
CLARMONT	14		Government	8.5
CONCORD	66	6		
DOVER	28			
KEENE	74	6		
LACONIA	18			
LITTLETON	7			
MANCHESTER	214	17		
NASHUA	42	3		
PORTSMOUTH	60	3		
PT. LAW-HAV	8			

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Insurance companies
Independent adjusting firms that contract their services for a fee
Banks, financial firms, and other business firms that hire adjusters to represent them in claims against insurance companies

NATIONAL WAGE RANGE:

$15,000-$21,500

WORK CONDITIONS:

Much traveling and walking outdoors
May be required to work evenings or weekends

RELATED OCCUPATIONS:

Auditors
Loan Officers
Claims Clerk
Credit Managers
Real Estate Appraisers
Claims Examiner

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare reports and insurance claim forms.
- Study claim forms and other records to determine people's insurance coverage.
- Talk with, phone, or write to claimants and witnesses.
- Study policy and hospital records.
- Inspect property damage.
- Determine the extent to which a company is responsible for covering people's losses.
- Prepare reports that describe claim investigations.
- Talk with insured persons to try to settle claims.
- Recommend legal action when claims cannot be settled.
- Compare information on claim forms with that in company records.
- Check claim forms to make sure they are complete.
- Use a calculator to figure out the amounts of claims.

• HOURS OF WORK:

Average 35-40 hours a week, with some variation in peak and slow seasons. May have to work evenings or weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local insurance agency
Local guidance counselor
See Appendix C

WHERE TO GET FURTHER INFORMATION:

Insurance Information Institute
110 William Street
New York, New York 10038

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Speech
State & Local Government
History

• EDUCATION/TRAINING NEEDED:

Graudation from an Insurance
College Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	4782	**DOT**	241-267-018
MATRIX	40062801		241-362-010
GOE	[illegible]12.01		205-367-018
CIP	[illegible]002		241-217-010

ARMY	**AIR FORCE**
NAVY	**MARINES**
COAST GUARD	

New Hampshire VIEW

Vital Information for Education and Work

CLEANER, LIGHT/HEAVY

JOB DESCRIPTION:

These people keep office buildings, hospitals, stores, and apartment houses clean and in good condition. They fix leaky faucets, empty trash, service restrooms, and mow lawns. They also do minor repairs, and kill insects. They use many different tools and cleaning materials. Some do heavy cleaning work. They may wash walls and windows, move furniture, shovel snow, and remove heavy trash.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	852	1386	**TOTAL** 534	**AVE. RATE** 5.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	14	3	Construction	.5
CLARMONT	21	4	Services-Other	84.2
CONCORD	28	5		
DOVER	163	23		
KEENE	76	11		
LACONIA	51	8		
LITTLETON	46	8		
MANCHESTER	224	37		
NASHUA	156	26		
PORTSMOUTH	31	6		
PT. LAW-HAV	38			

WORK CONDITIONS:

Involves following instructions and working on one's own
Night and weekend work is common

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Office buildings
Schools
Hospitals
Factories
Apartment houses
Nonprofit organizations
Recreation facilities, such as theaters and stadiums
Stores and businesses
Utility companies
Firms that supply building maintenance services

NATIONAL WAGE RANGE:

Minimum or slightly above minimum wage

RELATED OCCUPATIONS:

Custodian
Exterminator
Farmhand
Laundry operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Sweep floors and scrub shower stalls in a golf club locker room.
- Adjust controls to heat or cool rooms.
- Clean soot from chimneys.
- Clean rooms where workers shower and change clothes.
- Clean and polish lighting fixtures in an office building.
- Cut and trim grass at an apartment complex.
- Use power equipment to remove snow around office buildings.
- Carry supplies to departments in a factory or plant.
- Replace furnace filters.
- Arrange boxes and materials in a neat and orderly manner.
- Clean lint, dust, oil, and grease from machines in a plant.
- Scrub processing tubs and tanks.
- Pick up trash on plant grounds.
- Clean lab equipment such as glassware and metal instruments.
- Clean walls and ceilings in offices.
- Sweep the floors of a cotton-bale plant.
- Clean, wax, and polish floors by hand or machine.

• HOURS OF WORK:

Many people work evening hours, some work on shifts. Others may work in these jobs part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local businesses for on-the-job training
Local Guidance Counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

Building Service Employees' International Union
900 Seventeenth Street N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials and Process Tech.
Math
Science
Building Maintenance

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On-the-job training
Graduation from approved
Sec/Voc Construction Trades Program

• SPECIAL REQUIREMENTS:

SOC	5244	DOT	381-687-018
MATRIX	70020100		381-687-034
GOE	.12.18		389-683-010
CIP	.0401		389-683-014

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—30a

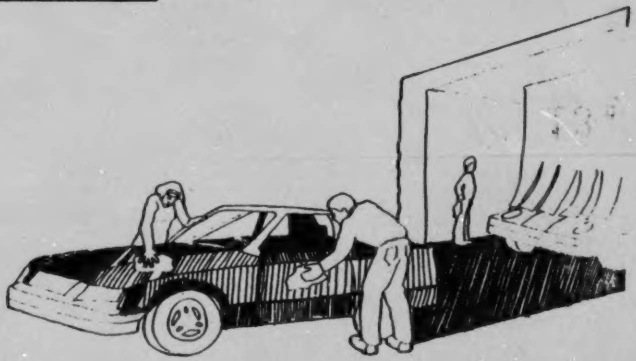
NewHampshire VIEW

Vital Information for Education and Work

CLEANER, VEHICLE

JOB DESCRIPTION:

These workers clean interiors and exteriors of transportation vehicles such as airplanes, automobiles, buses, railroad cars, and street cars. They clean the interior of a vehicle using a broom, cloth, mop, vacuum cleaner and whisk broom. They also clean the windows and replenish sanitary supplies in vehicle compartments. To clean the exterior of a vehicle, they use steam-cleaning equipment and spraying equipment with a brush or sponge.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

Expected to increase

	1979	1990				
EMPLOYMENT:	363	454	**TOTAL**	91	**AVE. RATE**	2.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	17	1	Trans, Comm, Util	3.1
CLARMONT	24	2	Trade, Whol & Ret.	64.4
CONCORD	32	2	Services—Other	32.5
DOVER	34	2		
KEENE	24	2		
LACONIA	32	2		
LITTLETON	11			
MANCHESTER	86	5		
NASHUA	50	3		
PORTSMOUTH	42			
PT. LAW-HAV	12			

ADVANCEMENT OPPORTUNITIES:

Supervisor
Steam Cleaner

SAMPLE PLACES OF WORK:

Any factory, plant or business that uses machinery or equipment in its operations
Airport
Car dealership

NATIONAL WAGE RANGE:

Minimum or slightly above minimum wage range

WORK CONDITIONS:

Both inside and outside work
May work in awkward positions
May be physically demanding

RELATED OCCUPATIONS:

Steam Cleaner
Porter, used-car lot

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Clean interior of a vehicle using a broom, cloth, mop, vacuum cleaner, or whisk broom.
- Clean windows with water, cleansing compounds, and cloth or chamois.
- Replenish supplies in vehicle compartments.
- Remove dust, grease, and oil from exterior surface using steam cleaning equipment.
- Clean exterior using spraying equipment.
- Polish exterior of vehicle using fumigating gases or sprays.

- **HOURS OF WORK:**

Usually standard 35—40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Locate local businesses
for on-the-job training

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Automotive Service Industry Association
168 North Michigan Avenue
Chicago, Illinois 60604

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Technology
Science
Math

- **EDUCATION/TRAINING NEEDED:**

High school graduate preferred
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC 8750
MATRIX 80002401
GOE 05[illegible]
CIP 47[illegible]
DOT 919-687-014

ARMY
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COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

CLERICAL SUPERVISOR

JOB DESCRIPTION:

These people supervise clerical workers who compile, file, maintain records and perform other clerical tasks. This includes workers who shelve library books, rent out safety deposit boxes, keep office records, or code data processing forms. They determine work procedures, prepare work schedules, and see to it that work runs smoothly. They train workers, assign duties, and cleck work for neatness and accuracy. They prepare reports, handle complaints, adjust errors, and solve difficult work problems. They also may perform duties of the workers they supervise.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1815	2602	**TOTAL**	787	**AVE. RATE**	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	49	4	Construction	.7
CLARMONT	172	10	Manufacturing	23.6
CONCORD	291	25	Trans, Comm, Util	2.7
DOVER	146	8	Trade, Whol & Ret.	2.8
KEENE	161	14	Finance, Ins, Re.	39.8
LACONIA	111	8	Services–Other	16.6
LITTLETON	42	3	Government	13.8
MANCHESTER	450	36		
NASHUA	195	19		
PORTSMOUTH	172	13		
PT. LAW-HAV	27	2		

WORK CONDITIONS:

Inside office work
May require much contact with other workers

ADVANCEMENT OPPORTUNITIES:

Administrative supervisor
Office manager

SAMPLE PLACES OF WORK:

Banks and financial firms
Government agencies
Insurance companies
Manufacturing companies
Private businesses
Public and private libraries
Real estate firms

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Chief Dispatcher
Mailroom Supervisor
Technical Coordinator
Supervisors of any processing unit
Secretary of Police

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Supervise library workers who replace books and other materials on shelves.
  - Train and direct workers in shelving books according to a library system.
  - Check shelved books to make sure they were put in the proper places.
- Supervise workers who rent out safety deposit boxes at a bank.
  - Record the time at which the valult is opened and closed.
  - Approve or disapprove rentals and requests to open safety-deposit boxes.
  - Train new employees and assign them to duties.
- Supervise workers who keep central records files.
  - Direct workers in searching files and disposing files.
  - Recommend changes in work procedures to improve work efficiency.
- Supervise workers who compile and maintain personnel records.
  - Compile reports of absences, salaries, and other matters of interest to management.
  - Conduct periodic job-performance reviews.
  - Assign experienced workers to train new workers.
- Supervise workers who prepare records for data processing.
- Supervise workers who record securities transactions.
- Supervise workers who compute insurance premiums.

• HOURS OF WORK:

Regular office hours

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business firms for on-the-job training
Local Guidance Counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

American Society for Personnel Administration
52 East Bridge Street
Berea, Ohio 44017

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TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

	Typ. Gen. Office, Related Prg.
Reading	Communication System Oper.
Business math	Accounting/Bookkeeping/Recordkeeping
Typing	

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc
Business & Office Program
Graduation from a Voc/Tech College
Program in Adm. Secretarial Management

• SPECIAL REQUIREMENTS:

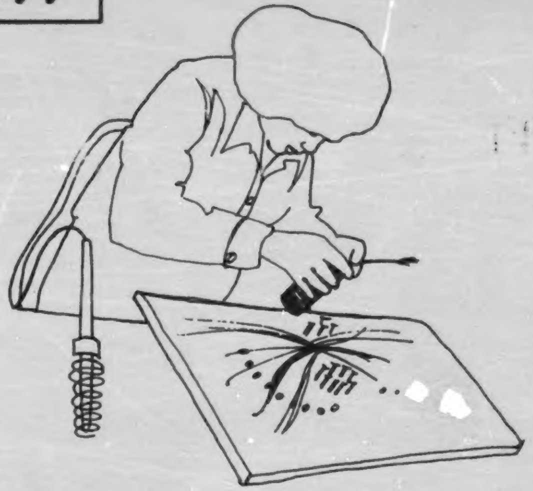
138

SOC	4519	DOT	206-137-010	911-137-026	ARMY	IL	AIR FORCE	70230
MATRIX	40061201		939-137-010	109-137-010	NAVY	NY	MARINES	0151
GOE	07-07		293-137-010	209-137-010	COAST GUARD	YN		
CIP	07.0		205-367-050	209-137-018				

New Hampshire VIEW

Vital Information for Education and Work

COIL WINDER



JOB DESCRIPTION:

These workers wind coils to be used in electrical equipment and instruments, or as electronic components, according to wiring diagrams, sample coil, or work order, using coil-winding machines or handtools. They read wiring diagrams and work orders to determine size and kind of wire specified. They install and adjust the coil winding machine and set the controls to regulate the action of the machine. They clean and maintain the coil winding machine.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	945	1341	TOTAL 396	AVE. RATE 3.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Manufacturing	100.0
CLARMONT	5	2		
CONCORD	85	6		
DOVER	152	8		
KEENE	32	4		
LACONIA	70	12		
LITTLETON	1	4		
MANCHESTER	301	18		
NASHUA	157	8		
PORTSMOUTH	128	7		
PT. LAW-HAV	13			

WORK CONDITIONS:

Indoors
Noisy
Safety precautions must be observed

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Electrical equipment
Electronics products

NATIONAL WAGE RANGE:

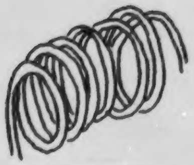
$8.00 – $14.00 (average)

RELATED OCCUPATIONS:

Element Winder
Set-Up Mechanic, Coil-Winding Machines

VIEW SCRIPT–32b

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

Reads diagrams and work orders.
Identifies correct wire according to specifications.
Selects coil forming device.
Threads end of wire from reel through tension device, guides and spreader bends ends of wire to form lead, and attaches it to the coil core.
Feeds wire over coil core.
Wraps insulation between layers and around would coil.
Cuts wire to form leads.
Tests coils for continuity.
Winds asbestos, cotton, glass mica, paper or tape on coil.
Dips the coil in varnish epoxy or wax to seal coil.

- **HOURS OF WORK:**

Usually 35–40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local factories which process electronics goods for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Electrical Workers
1125 15th Street N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Machine Tool/Machine Shop

Industrial Arts–Energy & Power Tech.
Industrial Arts–Materials & Proc. Tech.
Industrial Arts–Visual Comm. Tech.

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Graduation from approved Sec/Voc Mechanics and Repairers Program

Graduation from Voc/Tech College Program in Industrial Electronics

- **SPECIAL REQUIREMENTS:**

SOC 7479 DOT 724-685-010
MATRIX 61085810
GOE [illegible]20
CIP [illegible]05

ARMY
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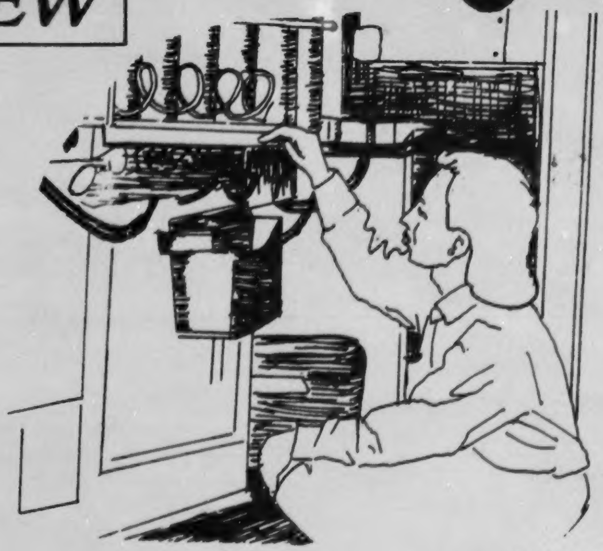
AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work



COIN/VENDING MACHINE SERVICER

JOB DESCRIPTION:

These workers install, service, adjust, and repair vending amusement, and other coin-operated machines placed in establishments on concession basis. They use hand tools and power tools to assemble machines following specifications. They may also replenish vending machines with gum, candy and other articles.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	113	155	TOTAL 42	AVE. RATE 3.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11	1	Manufacturing	31.8
CLARMONT	6		Trade, Whol & Ret.	68.2
CONCORD	2			
DOVER	6			
KEENE	18	2		
LACONIA	5			
LITTLETON	5			
MANCHESTER	18	2		
NASHUA	34	3		
PORTSMOUTH	5			
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Self employment
Supervisory position

SAMPLE PLACES OF WORK:

Vending machine companies

NATIONAL WAGE RANGE:

$5.00 – $10.00 hourly

WORK CONDITIONS:

Work both indoors and outdoors
May be required to life 100 lbs. or more

RELATED OCCUPATIONS:

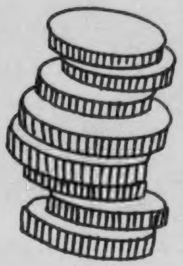
Tool Repairer
Mechanic, Maintenance

VIEW SCRIPT—33b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Assembles machines following specifications
- Fill machines with ingredients or products and test ice making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin handling systems
- Examine defective machine to determine courses of malfunctions
- Adjust and repair machines by replacing worn or defective electrical or mechanical parts
- Collect coins from machines and make settlements with concessionaires



- **HOURS OF WORK:**

Usually standard 40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for apprenticeship
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Automatic Merchandixing Association
S. Dearborn Street
Chicago, Ill 60603

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Major Appliance Repair
Electricity, Machine Tool/Machine Shop
Science,
Industrial Arts—Energy & Power Tech.

- **EDUCATION/TRAINING NEEDED:**

3-year apprenticeship training
Graduation from approved Sec/Voc
Mechanics & Repairers Program
Graduation from Voc/Tech College Program
in Specific Skills Training

- **SPECIAL REQUIREMENTS:**

SOC 6179
MATRIX [illegible]0083215
GOE [illegible]02
CIP 4[illegible]09

DOT 639 281 014

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—34a

New Hampshire VIEW

Vital Information for Education and Work

COLLECTOR

JOB DESCRIPTION:

These workers contact people to arrange or collect payments for unpaid bills or accounts. Their main job is to convince people to pay their bills. Some keep files of information on debtors, the kinds and amounts of unpaid bills, and past payments made. They may contact the debtor by phone or mail or in person. Sometimes, they must search for debtors. They may repossess goods or discontinue services when payments are overdue. Other workers in this group collect money from coin boxes, pay phones, or parking meters.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	202	317	**TOTAL**	115	**AVE. RATE**	5.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Trans, Comm, Util	10.0
CLARMONT	10	2	Trade, Whol & Ret	6.5
CONCORD	19	2	Finance, Ins, Re.	61.0
DOVER	9	1	Services—Other	22.5
KEENE	12	2		
LACONIA	10	1		
LITTLETON	3			
MANCHESTER	73	8		
NASHUA	23	2		
PORTSMOUTH	31	3		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Managers
Supervisory positions

SAMPLE PLACES OF WORK:

Business offices
Banks and loan companies
Collection agencies
Public utilities
Repossession agencies

NATIONAL WAGE RANGE:

$9,000–$15,000

WORK CONDITIONS:

Indoors, outdoors
Stressful, working with people who may not want to talk to you

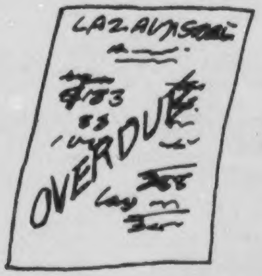
RELATED OCCUPATIONS:

Collection Clerk
Coin-Machine Collector
Skip Tracer
Repossessor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Call customers to let them know that their accounts are late in being paid.
- Mail form letters to customers to encourage them to pay their bills.
- Talk with people to find out why their bills have not been paid on time.
- Order goods to be repossessed or services to be stopped.
- Sort, read, answer and file letters from customers.
- Trace customers' new addresses by inquiring at the post office or questioning their former neighbors.
- Call customers to tell them their checks have bounced.
- Keep records of collections made.
- Use special tools to enter and start a car being repossessed.
- Collect coins from parking meters or pay phones.



• HOURS OF WORK:

Some workers in this group may work evening and weekend hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Collectors Association
4040 W. 70th Street
Minneapolis, Minnesota 55435

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Psychology
Speech
Communications
Business Math
Typing
Accounting/Bookkeeping/Recordkeeping

• EDUCATION/TRAINING NEEDED:

High school education
On-the-job training

• SPECIAL REQUIREMENTS:

SOC 4786
MATRIX 40061401
GOE 07.0
CIP 07.0

DOT 241-357-010
292-687-010
241-367-022
241-367-026

ARMY
NAVY
COAST GUARD
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MARINES

New Hampshire VIEW
Vital Information for Education and Work

COMMERCIAL ARTIST

JOB DESCRIPTION:

These people create or copy, paintings, drawings, and other art works. They may create art works or designs for use in business or industry or for use as docorations. Their duties range from designing and constructng movie scenery to creating original paintings. They may create designs to illustrate books, advertise products, or show medical procedures. They use a variety of artist tools and materials. In some cases, they use power tools and machinery as well.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	192	315	**TOTAL**	123	**AVE. RATE**	5.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	2		Manufacturing	55.7
CLARMONT	10		Trade, Whol & Ret.	2.1
CONCORD	12	1	Services—other	39.1
DOVER	11	1	Government	3.1
KEENE	31	2		
LACONIA	8			
LITTLETON	2			
MANCHESTER	49	5		
NASHUA	41	5		
PORTSMOUTH	19	2		
PT. LAW-HAV	7	1		

WORK CONDITIONS:

Inside work
Pleasant working conditions
May be pressure to meet deadlines

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Freelancer

SAMPLE PLACES OF WORK:

For yourself, as a free-lance artist or cartoonist
Printing or publishing companies
Fashion houses or department stores
Motion picture and TV studios
PRoduct manufacturers

NATIONAL WAGE RANGE:

$8,466–$20,700

RELATED OCCUPATIONS:

Miniature Set Constructor
Supervisor, Scenic Arts
Cartoonist, Motion Pictures
Art Director
Illustrator
Fashion Artist

VIEW SCRIPT–35b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Etch, engrave, carve, paint, or draw images and prepare them to be printed
- Sketch and paint pictures to be sued in books to illustrate stories
- Make sketches to illustrate surgical and medical research procedures
- Draw pictures of clothing for use in advertising
- Draw cartoons or comic strips for publications
- Plan and prepare pictures of scenes and backgrounds used in motion picture or TV productions
- Draw animated cartoons for use in motion pictures or TV
- Advise clients on colrs to use in decorating rooms
- Design and build plaster models of monuments, statues, and cemetary markers
- Make models and molds for use in casting concrete garden furniture and statuary

- **HOURS OF WORK:**

Most companies try to incorporate a 35–40 hour week, but deadlines could involve overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local printing companies, fashion houses, department stores, product manufacturers, or TV studios for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

The Graphic Artists Guild
30 East 20th Street, Room 405
New York, N.Y. 10003

The National Art Education Association
1916 Association Drive
Reston, VA 22091

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Art History
Art
General Marketing
Industrial Arts–Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an Approved Secondary Graphics and Printing Communications Course
Graduation from a Graphic Arts College Program

- **SPECIAL REQUIREMENTS:**

SOC 3250
MATRIX 10221601
GOE [illegible]03
CIP 4[illegible]03

DOT 141 081 010
141 061 014
141 061 030
141 067 010
926 381 018
149 031 010

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

NewHampshire VIEW

Vital Information for Education and Work

COMMUNITY ORGANIZATION WORKER

JOB DESCRIPTION:

These workers plan, organize and work with community groups concerned with social problems of a community. They work in specialized fields, such as aging, juvenile delinquency, urban renewal and redevelopment, and mental and physical health, or in a public or voluntary coordinating agency.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	191	320	**TOTAL**	129	**AVE. RATE**	6.1

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	6	2	Services–Other	52.5
CLARMONT	13	6	Government	47.5
CONCORD	61	6		
DOVER	11	2		
KEENE	12	2		
LACONIA	24	2		
LITTLETON	4			
MANCHESTER	31	4		
NASHUA	18	2		
PORTSMOUTH	10	2		
PT. LAW-HAV	1	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory Positions
Administration

SAMPLE PLACES OF WORK:

County Welfare Offices
Schools
Adoption Agencies
Parole and Probation Offices

NATIONAL WAGE RANGE:

$12,000 – $25,200

WORK CONDITIONS:

Inside Work
Pleasant Atmosphere
Work extensively with people

RELATED OCCUPATIONS:

Social Worker
Community Mental Health
Social Services Worker

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Stimulate and coordinate agencies, groups, and individuals to meet identified needs
- Study and assess strength and weakness or existing resources
- Provide leadership and assistance to agencies and individuals involved
- Prepare reports
- Assist in raising funds
- Interpret needs, programs, and services to agencies
- Assist in budget preparation and presentation

BUDGET PROJECTED 1983
YEAR 1983

• HOURS OF WORK:

Regular 35–40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Social Workers
1425 H St. N.W.
Southern Building – Suite 600
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Psychology
Sociology
Political Science
Child Care Service

• EDUCATION/TRAINING NEEDED:

Graduation from a Social/Welfare Work College Program

• SPECIAL REQUIREMENTS:

Licensing in some states

SOC 2032 DOT 195 167 010
MATRIX 10243405
GOE 11.07.01
CIP 17.999

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COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT–37a

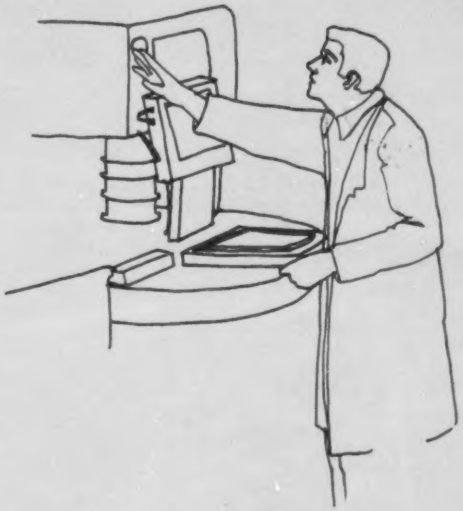
NewHampshire VIEW

Vital Information for Education and Work

COMPRESSION/INJECTION MOLDER

JOB DESCRIPTION:

These workers set up and operate machines to mold or cast plastic or rubber materials to make objects of a particular shape. Some use equipment to heat metal or plastic to a liquid form and shape it in molds. Some set up machines to compress plastic into forms or molds. These workers use hand tools and gauges to install and adjust machine attachments. They load materials into the machines, operate machine controls, and check sample products for defects.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	659	876	**TOTAL**	217	**AVE. RATE**	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	58	2	Manufacturing	100.0
CLARMONT	16	3		
CONCORD	44	2		
DOVER	169	12		
KEENE	11			
LACONIA	24	2		
LITTLETON	11	1		
MANCHESTER	102	6		
NASHUA	111	5		
PORTSMOUTH	104	5		
PT. LAW-HAV	10			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Others may own shops

SAMPLE PLACES OF WORK:

Foundries
Auto parts manufacturers
Electrical equipment manufacturers

NATIONAL WAGE RANGE:

$9.63 per hour

WORK CONDITIONS:

May be exposed to noise, heat, grease, fumes, and smoke
May be hazardous
Must observe safety procedures

RELATED OCCUPATIONS:

Pipe Covering Molder
Compression-Molding Machine Operator
Injection-Molding Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Set up diecasting machines to cast motor parts.
  - Use a hoist to lift die sections into machines.
  - Use hand tools to secure the die sections in place and to adjust the stroke of the machine ram.
  - Connect water hoses to the cooling system of the die.
  - Preheat die sections with a torch or electric heater.
  - Turn valves and set dials to control the flow of water through the die, the timing cycle, and the speed of the machine.
  - Start the machine to produce sample casting.
  - Examine sample castings to check the machine setup.
  - Replace worn machine parts, such as air lines, gas lines, and gaskets.
- Set up and adjust a series of machines that compress powdered plastics into tablets used in molding buttons.
  - Use a wrench to install dies and punches in machines.
  - Dump premixed plastic powder into machine hoppers.
  - Pull a lever to close dies and inject plastic into them to cast parts.
  - Trim excess plastic from cast parts, using a knife.

• HOURS OF WORK:

These jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

Local tool and die association
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Tool, Die and Precision
Machining Association
9300 Livingston Road
Washington, D.C. 20022

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop, Math
Physics
Electronics
Industrial Arts I—Energy & Power Tech
Industrial Arts—II—Materials & Process Tech

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College
Program in Machine Operations
Apprenticeship program
On-the-job training

• SPECIAL REQUIREMENTS:

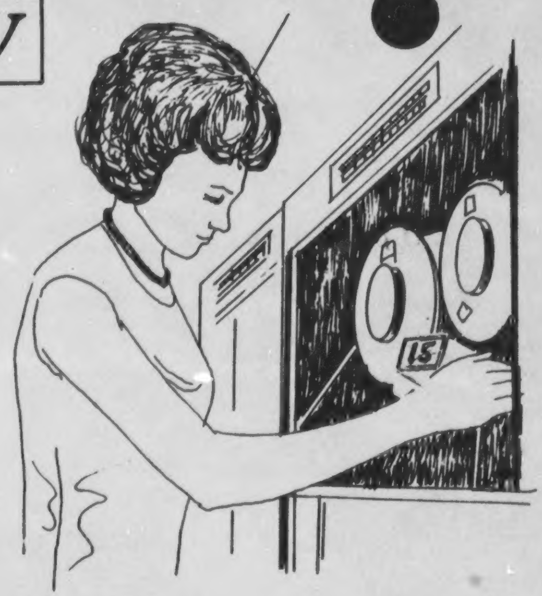
SOC	7342	DOT	556-682-014	556-665-018
MATRIX	61087645		556-685-022	556-685-038
GOE	06.02.13		556-382-014	
CIP	48.0603			

ARMY	--	AIR FORCE	--
NAVY	ML	MARINES	--
COAST GUARD	--		

VIEW SCRIPT–38a

New Hampshire VIEW

Vital Information for Education and Work



COMPUTER OPERATOR

JOB DESCRIPTION:

Computer operators control and tend computers used to process business, scientific, engineering, and other data. They read special instructions prepared by programmers and decide what computer equipment should be set up for each job. To process the input, they first load the computer with the correct cards, tapes, or disks, and then they start the computer. While it is running, they watch for error lights or other signals that indicate problems. When problems occur, they may locate and solve them or stop the program.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	597	911	**TOTAL**	314	**AVE. RATE**	4.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	20		Construction	2.7
CLARMONT	55	3	Manufacturing	42.2
CONCORD	72	4	Trans,Comm,Util	4.8
DOVER	39	2	Trade,Whol&Ret	3.4
KEENE	39	2	Finance,Ins,Re	11.1
LACONIA	38	1	Service-Other	24.8
LITTLETON	12	1	Government	11.1
MANCHESTER	131	7		
NASHUA	113	10		
PORTSMOUTH	46	3		
PT. LAW-HAV	32	3		

WORK CONDITIONS:

Inside work in well-ventilated rooms
Noisy

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Console operation
Programmers

SAMPLE PLACES OF WORK:

Government agencies
Banks
Manufacturing firms
Wholesale & retail trade companies
Insurance companies
Companies that provide data processing services for a fee
Computer centers in colleges and universities

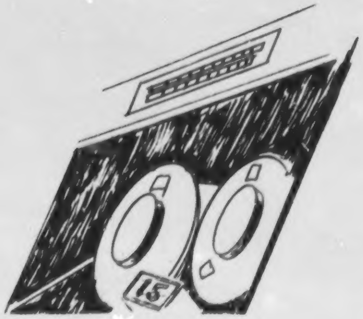
NATIONAL WAGE RANGE:

$140 – $375 weekly

RELATED OCCUPATIONS:

Computer Programmer
Key Punch Operator

MORE ABOUT THE JOB:



• SAMPLE WORK ACTIVITIES:

- Follow instructions for operating a computer.
- Set control switches on computer equipment.
- Select tapes and punchboards and load them into the computer.
- Move switches to clear computer systems and start computers.
- Watch machines and control panels for error lights.
- Type commands into computer consoles.
- Notify a supervisor when errors occur.
- Wire control panels of equipment.

• HOURS OF WORK:

Computer operators may work day, evening, or night shifts, as many organizations use their computers 24 hours a day.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

Local businesses for on-the-job training
See Appendix A
See Appendix B
See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Algebra
Trigonometry
Bus. Data Entry Eq. Op.
Geometry
Business machines

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc Business and Office Program
Graduation from Voc/Tech College Program in Accounting
Graduation from Computer Science College Program

• SPECIAL REQUIREMENTS:

SOC 4612
MATRIX 40040601
GOE 07.06.01
CIP 07.0302
DOT 213-362-010

ARMY 72G
NAVY DP
COAST GUARD QC-65
AIR FORCE 51150
MARINES 4034

VIEW SCRIPT–39a

New Hampshire VIEW

Vital Information for Education and Work

COMPUTER PROGRAMMER, BUSINESS

JOB DESCRIPTION:

These workers write computer programs to help businesses do audits, keep payroll records, and handle other types of information. Programs are detailed instructions that list steps machines must follow to organize data, solve problems, or do other tasks. Programmers write specific programs for each problem. They break each step into a series of coded instructions, using one of the languages developed for computers. They test the programs and then prepare instruction sheets for workers to use in running them.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	747	1142	TOTAL	395	AVE. RATE	5.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11		Manufacturing	42.8
CLARMONT	67	4	Construction	.9
CONCORD	143	9	Trans,Comm,Util	2.1
DOVER	53	2	Trade,Whol&Ret	3.7
KEENE	60	4	Finance,Ins,Re	15.9
LACONIA	46	2	Service-Other	19.0
LITTLETON	11		Government	15.6
MANCHESTER	167	10		
NASHUA	103	11		
PORTSMOUTH	50	3		
PT. LAW-HAV	36	4		

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Managerial position

SAMPLE PLACES OF WORK:

Manufacturing firms
Banks and insurance companies
Data processing service organizations
Government agencies
Consulting firms
Any large firm that uses computer systems

NATIONAL WAGE RANGE:

$250-$470 per week

WORK CONDITIONS:

Inside work
Close attention to detail
Possibly get calls for advice at all hours of the day and night

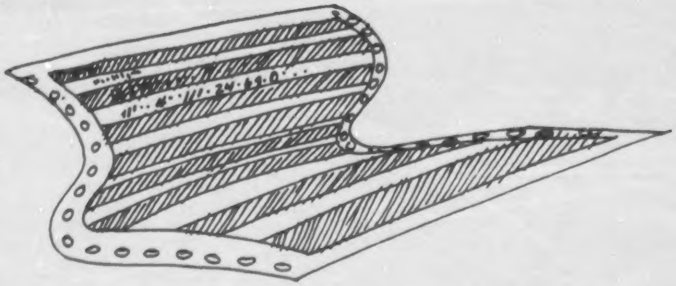
RELATED OCCUPATIONS:

Chief Programmer
Information System Programmer
Detail Programmer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study a work flowchart of a business problem to figure out the steps a computer must use to solve the problem.
- Talk with business managers to find out the purpose and requirements of programs to be written.
- Write detailed flowcharts of symbols that describe how information will be entered into and treated by computers.
- Correct program errors.
- Plan and direct the preparation of programs to process and solve business problems.
- Study test runs on the computer to correct coded programs and input data.
- Train workers to use program codes.
- Develop codes for computers to use to store, find, and retrieve information.
- Prepare records and reports.



• HOURS OF WORK:

Usually work about 40 hours per week, but working hours sometimes vary. May have to work when a computer is available. May work weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B
  See Appendix C
  Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Data Processing and General Business
Data Entry Equipment Oper.
Algebra, Calculus
Accounting/Bookkeeping/Recordkeeping
Business Dynamics

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Business & Office Program
Graduation from approved Voc/Tech College Program in Accounting
Graduation from a Computer Science College Program

• SPECIAL REQUIREMENTS:

SOC	3971	DOT	020-162-014
MATRIX	10160201		
GOE	11.01.01		
CIP	07.0305		

ARMY	74F	AIR FORCE	51151
NAVY	9507	MARINES	4044; 3073; 4063
COAST GUARD	QC-G6		

New Hampshire VIEW

Vital Information for Education and Work

COMPUTER PROGRAMMER–SCIENCE AND TECHNOLOGY

JOB DESCRIPTION:

These people write computer programs to help solve math, engineering, and scientific problems. Programs are detailed instructions that list the steps computers must follow to organize data or solve a problem. Programmers study problem descriptions and then write specific programs for each problem. They break down coded instructions, using one of the special languages developed for computers. They test the programs to see if they work correctly and then prepare instructions for workers to use in running them.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	89	163	TOTAL	74	AVE. RATE	7.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Manufacturing	21.6
CLARMONT	15	1	Services–Other	78.3
CONCORD	6			
DOVER	2			
KEENE	3			
LACONIA	4			
LITTLETON	1			
MANCHESTER	21	1		
NASHUA	18	2		
PORTSMOUTH	6			
PT. LAW-HAV	12	1		

WORK CONDITIONS:

Varying work schedule

When a new program is being tested, programmers may get calls from a computer operator asking for advice day and night.

ADVANCEMENT OPPORTUNITIES:

Supervisory Position
Managerial Position

SAMPLE PLACES OF WORK:

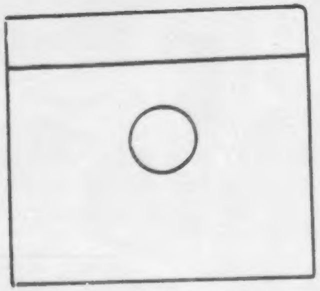
Manufacturing firms
Research organizations
Data processing service organizations
Government agencies
Companies that make computers
Colleges and universities
Consulting firms

NATIONAL WAGE RANGE:

$250–$470 weekly

RELATED OCCUPATIONS:

Engineering and Scientific Programmer
Information System Programmer
Process Control Programmer



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Talk with engineers or scientists to find out if problems can best be solved using a computer.
  - Convert technical problems into forms which computers can understand and work with.
  - Decide what symbols to use in writing programs.
  - Prepare flow charts and block diagrams that show how math operations should be carried out.
  - Develop codes for math equations.
  - Develop ways to simplify programs and codes.

- **HOURS OF WORK:**

Scientific programmers work about 40 hours a week, but their hours vary. Once or twice a week a programmer may work early or late to use the computer when it is available. Sometimes they may work on weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Trigonometry
Calculus
Chemistry
Accounting
Physics
Computer Science

- **EDUCATION/TRAINING NEEDED:**

Graduation from a Computer Science College Program

- **SPECIAL REQUIREMENTS:**

SOC 3972
MATRIX 10160202
GOE 11.01.01
CIP 11.0201
DOT 020-167-022

ARMY 34B
NAVY DP2762
COAST GUARD —
AIR FORCE —
MARINES —

VIEW SCRIPT—41a

New Hampshire VIEW

Vital Information for Education and Work

CONSTRUCTION INSPECTOR

JOB DESCRIPTION:

Construction inspectors make sure that the methods and materials used to build and repair structures meet with regulations. They inspect structures and visit work sites to observe and test parts of structures. They use blueprints, and testing and measuring instruments, keep work logs, file work reports, and if necessary, issue 'stop work' orders. Most workers specialize in a certain type of construction work, such as building, electrical, mechanical, or public works.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	109	158	**TOTAL**	49	**AVE. RATE**	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5	1	Government	100.0
CLARMONT	6	1		
CONCORD	17	4		
DOVER	12	3		
KEENE	5	1		
LACONIA	12	2		
LITTLETON	5	1		
MANCHESTER	20	5		
NASHUA	11	2		
PORTSMOUTH	12	2		
PT. LAW-HAV	3	1		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Construction companies
Insurance companies
U.S. Army Corps of Engineers
County and Municipal building departments
Federal and state agencies concerned with public works construction

NATIONAL WAGE RANGE:

$12,000–$22,000

WORK CONDITIONS:

Ondoors, outdoors
All weather

RELATED OCCUPATIONS:

- Electrical Inspector
- Elevator Inspector
- Building Inspector
- Heating and Refrigeration Inspector
- Plumbing Inspector

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Inspect new buildings and order faulty work to be corrected.
- Check to see if repair work done on floor framing in a factory meets building code specifications.
- Obtain evidence and prepare reports concerning violations.
- Advise building contractors on ways to meet legal requirements for buildings.
- Keep inspection records and prepare reports for use in court.
- Inspect electrical systems to see if they meet with safety laws.
- Issue notices to repair or remove electrical equipment found to be unsafe.
- Explain legal requirements for electrical wiring to homeowners.
- Inspect elevators to see if they were correctly installed.
- Compute the allowable loads for elevators and other devices.
- Inspect equipment damaged by fire and recommend repairs.
- Inspect heating and cooling systems installed in buildings.
- Inspect heating and cooling systems installed in buildings.
- Advise owners and contractors on where to place septic tanks and cesspools.
- Review complaints of plumbing code violations.
- Inspect and oversee the construction of bridges, dams, and highways.
- Prepare samples of materials for lab tests.

• HOURS OF WORK:

Regular hours are worked normally. In case of an accident at the construction site, they must respond immediately and may work irregular hours until a report has been completed.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Contact City or County Building Inspectors' Office For apprenticeship training
See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Conference of Building Officials
5360 South Workman Mill Road
Whittier, California 90601

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Drafting
Algebra
Geometry
Carpentry
Industrial Arts I–Energy & Power Tech.
Industrial Arts III–Visual Comm. Tech.

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Construction Trades Program

Graduation from Voc/Tech College
Program in Quality Control
Apprenticeship Program

• SPECIAL REQUIREMENTS:

SOC	1472	DOT	182-267-010	168-167-030
MATRIX	20040401		850-387-010	168-167-046
GOE	05.03.06		168-167-034	168-167-050
CIP	46.0201		168-167-038	

ARMY
NAVY
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New Hampshire VIEW

Vital Information for Education and Work

CONTRACT ADMINISTRATOR

JOB DESCRIPTION:

These workers plan, direct, and control the activities of a department or program, within a business or agency. For example, some manage sales or service programs or direct a company's projects. They often work through supervisors to implement policies and procedures and select, train, and supervise staff. They also assist with difficult administrative or technical problems, and arrange business services and contracts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	169	225	TOTAL	56	AVE. RATE	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Manufacturing	100.0
CLARMONT	2			
CONCORD	12	1		
DOVER	5			
KEENE	2			
LACONIA	3			
LITTLETON	1			
MANCHESTER	40	3		
NASHUA	99	7		
PORTSMOUTH	3			
PT. LAW-HAV	4	1		

WORK CONDITIONS:

Indoors, sedentary

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Manager

SAMPLE PLACES OF WORK:

Business contractors
Publishing companies
Financial firms
Movie, radio, and TV studios
Government offices and agencies
Retail stores, such as department stores
Manufacturing and distributing companies

NATIONAL WAGE RANGE:

Attractive but not specified

RELATED OCCUPATIONS:

Program Manager
Commanding Officer, Motor Equipment
Property Utilization Officer
Director, Merit System

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MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Direct activities concerned with the purchase or sale of equipment, materials, or services.
  - Review inventories, budgets, planning reports, and requests for goods.
  - Review bids and decide which firms should get contracts.
  - Prepare purchase orders and contracts.
  - Dispose of a company's excess property.
  - Inspect property to estimate its market value.
  - Study market conditions to determine the time, place, and type of sale.
  - Prepare ads.
- Plan, direct, and coordinate a company's projects.
  - Develop staffing plans and work plans and schedules for each phase of a project.
  - Recruit workers.
  - Develop a system to control project budgets.
  - Review project reports and modify schedules, as required.

• HOURS OF WORK:

Generally, these jobs involve a standard 35-40 hour work week. However, some overtime work may be required at times.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local purchasing management association
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Purchasing Management, Inc.
11 Park Place
New York, New York 10007

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Public Speaking
Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Business Math

• EDUCATION/TRAINING NEEDED:

Graduation from a Business College Program

• SPECIAL REQUIREMENTS:

SOC 1370
MATRIX 10243899
GOE 11.12.04
CIP 08.0704
DOT 162-117-014

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

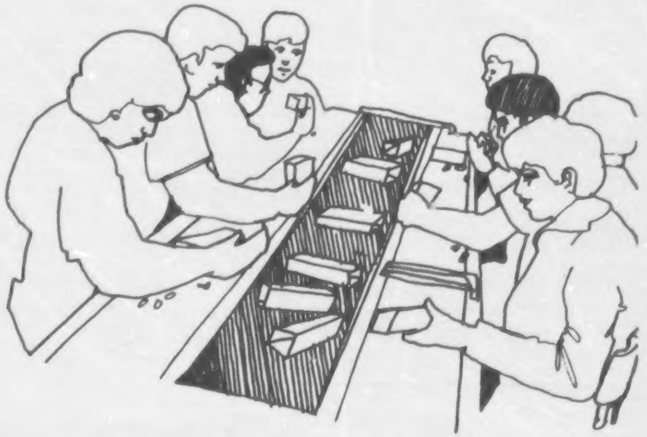
NewHampshire VIEW

Vital Information for Education and Work

CONVEYOR OPERATOR/TENDER

JOB DESCRIPTION:

These workers operate or tend one or more machines to process products or materials. They work in a wide variety of industries. Their jobs range from cleaning rock used in fertilizers to pumping beer to different sections of a brewery. They may work with food, paper, mineral, glass, rubber, leather, or other types of materials. Typically, they do such things as: operate machine controls; clean, oil, and adjust machinery; load, thread, or pump materials into machines and watch for processing problems.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	226	289	TOTAL	63	AVE. RATE	2.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	22	1	Construction	5.9
CLARMONT	9		Manufacturing	59.9
CONCORD	12		Trade,Whol&Ret	34.2
DOVER	36	2		
KEENE	12			
LACONIA	8			
LITTLETON	4			
MANCHESTER	68	5		
NASHUA	29	2		
PORTSMOUTH	19	1		
PT. LAW-HAV	8	1		

WORK CONDITIONS:

Indoors, noisy
Must observe safety precautions

ADVANCEMENT OPPORTUNITIES:

May rise to supervisory position

SAMPLE PLACES OF WORK:

Factories and plants
Bakeries
Dairies
Nut processing plants
Iron and steel mills
Printing and publishing companies
Mining and quarrying companies
Ore dressing, smelting, and refining plants

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

RELATED OCCUPATIONS:

Unscrambler
Palletizer Operator
Cooker Loader
Silo Tender
Tipple Operator
Trolley Operator
Stacker Tender
Fruit Distributor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend one or more machines.
- Mix materials, following a formula.
- Fit, assemble, or bolt parts together.
- Load and unload materials, using a hoist.
- Thread material through machine carriers, driers, and rolls.
- Shovel materials into a machine hopper.
- Control equipment from a control board.
- Watch gauges, panel lights, and other indicators.
- Listen for warning signals.
- Turn screws and knobs to adjust airflow, feed rates, and conveyor belts.
- Weigh samples of materials to see if they meet standards.
- Inspect machines and equipment for hazards, wear, and leaks.
- Collect samples for lab tests.
- Test materials and record test results.
- Record instrument readings and process conditions.
- Drain tanks.

• HOURS OF WORK:

In many cases, shift work may be required. Workers involved in continuous processes also may work during weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local factories for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local Employment Security Office

Laborers' International Union of North America
905 16th Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop Math
Industrial Arts—Energy & Power Technology

• EDUCATION/TRAINING NEEDED:

High school diploma—advantage

On-the-job training

• SPECIAL REQUIREMENTS:

SOC	7679	DOT	921-683-026	921-683-014	ARMY	AIR FORCE
MATRIX	80001020		921-682-014	529-685-050	NAVY	MARINES
GOE	05.11.04		921-685-026	912-685-022	COAST GUARD	
CIP	49.0203		921-662-018	921-685-050		

New Hampshire VIEW

Vital Information for Education and Work

COOK

JOB DESCRIPTION:

These people plan menus and cook foods in restaurants, hotels, hospitals, and other places where meals are served. Their duties depend upon the size and kind of establishment. In small restaurants, one cook may prepare all food with the aid of kitchen helpers. In large eating places, kitchen staffs often include several COOKS and many helpers. Each COOK usually has a specialty. HEAD COOKS or CHEFS direct kitchen staff, plan menus, and buy food supplies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2872	4360	TOTAL	1488	AVE. RATE	4.9

LOCATIONS OF JOBS LABOR MARKET - AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	172	17	Trade,Whol&Ret	39.5
CLARMONT	245	22	Services-Other	29.2
CONCORD	324	32	Government	31.2
DOVER	242	25	Manufacturing	.1
KEENE	237	24		
LACONIA	314	34		
LITTLETON	165	17		
MANCHESTER	511	42		
NASHUA	361	38		
PORTSMOUTH	372	37		
PT. LAW-HAV	171	18		

WORK CONDITIONS:

Hot, humid surroundings
Night work may be required

ADVANCEMENT OPPORTUNITIES:

Food Service Directors

SAMPLE PLACES OF WORK:

- Restaurants and hotels
- Schools and colleges
- Government agencies
- Factories
- Private clubs
- Airport restaurants
- Hospitals and rest homes

NATIONAL WAGE RANGE:

$4.80-$7.29 per hour

RELATED OCCUPATIONS:

- Cook, Psychiatric Hospital
- Cook, Specialty, foreign food
- Ice Cream Chef
- Cook, Barbeque

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Design and prepare decorated foods and attractive food displays.
- Prepare breads, rolls, and biscuits.
- Prepare, season, and cook soups, vegetables, meats, and desserts.
- Use blenders, mixers, grinders, slicers, and other kitchen tools to prepare foods.
- Follow recipes to prepare specialty foods such as fish and chips, tacos, and pastries.
- Plan and cook foreign-style dishes, dinners, and desserts.
- Use leftover meats to prepare meat loaves and salads.
- Mix and measure ingredients to make pies, tarts, and cobblers.
- Use a measuring cup, spoon, and scale to measure flour, water, and yeast for pizza dough.
- Barbecue pork, beef, and chicken.
- Prepare foods for school children to eat.
- Mold ice cream or sherbets into shapes.
- Prepare special diet foods.
- Order supplies and keep records and accounts.

• HOURS OF WORK:

COOKS in restaurants and institutions may work during evenings and on holidays and weekends.
COOKS employed in public and private schools work during the school year only, usually for 9 months.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local food service industries for apprenticeship program or on-the-job training

Local guidance counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Business Dynamics
Food Prod. Mgt. Serv.
Vocational Home Economics
Commercial Food Preparation

• EDUCATION/TRAINING NEEDED:

Apprenticeship program
Graduation from approved Sec/Voc
Home Economic Related Occupation
Program
Graduation from Voc/Tech College
Program in Culinary Arts

• SPECIAL REQUIREMENTS:

Health Certificate

SOC	5214	DOT	313-361-014	313-361-034	ARMY	94B	AIR FORCE	62150
MATRIX	70040803		315-381-014	315-361-010	NAVY	MS	MARINES	3311
GOE	05.10.80		313-361-018	313-361-030	COAST GUARD	SS		
CIP	20.0403							

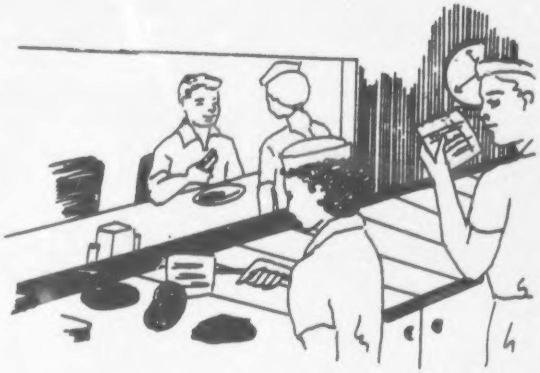
New Hampshire VIEW

Vital Information for Education and Work

COOK, SHORT ORDER

JOB DESCRIPTION:

Short-order cooks work at lunch counters, snack bars, diners, and fast-food restaurants. They cook foods that take a short time to prepare, cook, and serve. They also may take food orders from customers and serve the food to them at counters or tables. In some jobs, they have other tasks such as carving meat, making coffee, and taking payments for foods.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1201	2045	TOTAL	844	AVE. RATE	6.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	72	8	Trade,Whol&Ret	88.1
CLARMONT	71	9	Services-Other	11.1
CONCORD	90	11	Government	.8
DOVER	98	12		
KEENE	66	8		
LACONIA	138	17		
LITTLETON	51	6		
MANCHESTER	211	26		
NASHUA	171	21		
PORTSMOUTH	172	21		
PT. LAW-HAV	62	8		

ADVANCEMENT OPPORTUNITIES:

Chef position
Management position
Supervisory position

SAMPLE PLACES OF WORK:

Fast-food restaurants
Lunch counters
Snack bars
Coffee shops
Diners and dinette shops

NATIONAL WAGE RANGE:

$4.89-$7.28

WORK CONDITIONS:

Indoors, can be hot
Standing for long periods of time

RELATED OCCUPATIONS:

Pizza Baker
Specialty Cook

MORE ABOUT THE JOB:

SAMPLE WORK ACTIVITIES:

- Take food orders from customers at a lunch counter.
- Carve meat and fill orders from a steam table.
- Prepare sandwiches and salads.
- Prepare beverages at a snack bar.
- Serve foods to customers over a counter.
- Cook hamburgers and hot dogs.
- Fry bacon and eggs.
- Take payment for foods or write out charge slips.

HOURS OF WORK:

Short-order cooks may work during evenings, holidays, and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B
  Local guidance counselor
  Local food service industry for on-the-job training

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Business Dynamics
Commercial Food Preparation
Food Prod. Mgt. Serv.
Vocational Home Economics

EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc
Home Economics Related Occup. Program
Graduation from Voc/Tech College program
in Culinary Arts

SPECIAL REQUIREMENTS:

Health certificate required in some cases

SOC	5215	**DOT**	313-671-010
MATRIX	70040802		313-361-026
GOE	05.10.08		313-381-014
CIP	20.0403		313-361-022

ARMY	94B	**AIR FORCE**	62250
NAVY	MS	**MARINES**	3371
COAST GUARD	XX		

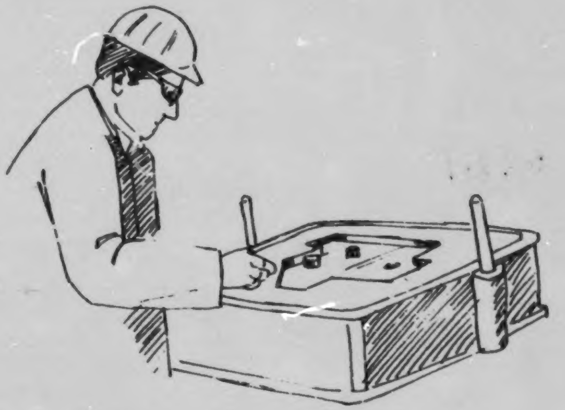
New Hampshire VIEW

Vital Information for Education and Work

COREMAKER, MACHINE

JOB DESCRIPTION:

These workers tend coremaking machines that make sand cores for use in casting metal (draw type, conveyor-screw type, or blower type). Clamps core bar over die, partly fills core box with sand (shovel, overhead shute or blower), positions reinforcing wires in the sand, fills core box with sand.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	117	178	TOTAL	61	AVE. RATE	4.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Manufacturing	100.0
CLARMONT	2			
CONCORD	12	1		
DOVER	2			
KEENE				
LACONIA	41	3		
LITTLETON				
MANCHESTER	12	1		
NASHUA	41	3		
PORTSMOUTH	1			
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Factories, plants or shops
Iron and steel mills
Foundries

NATIONAL WAGE RANGE:

$6.30-$7.27 per hour

WORK CONDITIONS:

Indoors, noisy
Standing for long periods

RELATED OCCUPATIONS:

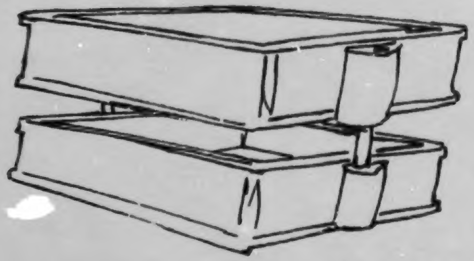
Core Setters
Mold Closers
Core Inspectors
Core Room Foundry Laborers

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

Operate or tend equipment to:

- Install machine dies, using hand tools.
- Weigh ingredients and dump them in a mixing machine.
- Start conveyors that position molds under a spout.
- Watch meter readings and adjust controls to regulate machine temperature or pressure.
- Check finished articles for defects, such as irregular size or impurities.
- Clean equipment, using an air hose.
- Repair and replace equipment parts.



• HOURS OF WORK:

Many of these jobs may require shift work. Workers involved in continuous processes also may work weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

  Local industry for on-the-job training or apprenticeship program
  See Appendix A
  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Molders' and Allied Workers' Union
1225 East McMillan Street
Cincinnati, Ohio 45206

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Industrial ArtsII—Materials & Process Tech.
Science

• EDUCATION/TRAINING NEEDED:

2-4 year apprenticeship program
On-the-job training
Graduation from approved Sec/Voc
Precision Production Program

• SPECIAL REQUIREMENTS:

SOC	7542	DOT	518-685-014
MATRIX	61088274		518-685-018
GOE	06.04.08		518-685-022
CIP	48.0502		

ARMY
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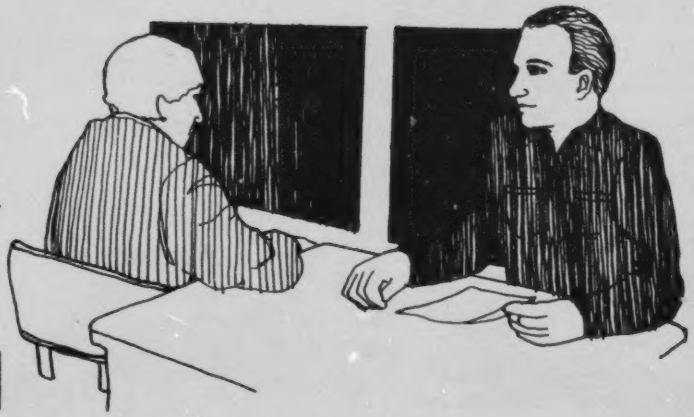
New Hampshire VIEW

Vital Information for Education and Work

CORRECTION OFFICER

JOB DESCRIPTION:

Corrections officers are charged with the safekeeping of persons who have been arrested and sent to prison or jail. They keep order within the institution, enforce rules, and may counsel inmates. They watch everything inmates do. They also assign work duties and instruct on specific tasks, search inmates and cells for items such as weapons or drugs, settle disputes between inmates and enforce discipline. Some guard inmates from a tower. Others escort and guard prisoners outside.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	182	268	**TOTAL**	86	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8	1	Government	100.0
CLARMONT	9	1		
CONCORD	53	9		
DOVER	16	3		
KEENE	8	1		
LACONIA	24	4		
LITTLETON	6	1		
MANCHESTER	27	4		
NASHUA	13	3		
PORTSMOUTH	14	3		
PT. LAW-HAV	4	1		

WORK CONDITIONS:

Hazardous, stressful
Need to work with people who are under stress

ADVANCEMENT OPPORTUNITIES:

Correction sergeant
Supervisory or administrative position

SAMPLE PLACES OF WORK:

City, county, state, or federal correctional institutions such as prisons, prison camps, and reformatories
Federal agencies such as the Immigration and Naturalization Service

NATIONAL WAGE RANGE:

$16,300-$25,000

RELATED OCCUPATIONS:

Patrol Conductor
Police Officer
Jailer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Search prisoners for weapons, valuables, and drugs.
- Lock prisoners in cells.
- Serve meals to prisoners in a jail.
- Prepare arrest records on prisoners.
- Question prisoners to get information needed to solve crimes.
- Take aliens who have illegally entered the country into custody.
- Escort aliens to places such as courts, hospitals, jails, or holding centers.
- Watch inmates in a prison to prevent riots or escapes.
- Inspect locks, window bars, and doors for signs of tampering.
- See that prisoners obey rules.
- Guard prisoners being transported to a jail, courthouse, prison, or mental ward.
- Direct inmates during work assignments.
- Escort prisoners to and from a visiting room or medical office.

• HOURS OF WORK:

Usually work 8-hour day, 40-hour week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local law enforcement agencies for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The American Correctional Association
4321 Hartwick Road
College Park, Maryland 20740

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Math
Science
Psychology
Sociology
Physical Education

• EDUCATION/TRAINING NEEDED:

Academy trainees, 2-8 weeks
On-the-job training, 2-6 months

• SPECIAL REQUIREMENTS:

SOC	5133	**DOT**	372-667-018
MATRIX	70100607		375-367-010
GOE	04.02.01		372-677-010
CIP	43.0109		372-367-014

ARMY	95B	**AIR FORCE**	81152
NAVY	UT	**MARINES**	1121
COAST GUARD	--		

New Hampshire VIEW

Vital Information for Education and Work

COSMETOLOGIST

JOB DESCRIPTION:

The main task of cosmetologists is to help people look attractive. They shampoo, cut and style hair and advise on hair care. They often straighten, curl, bleach, or dye hair. They may give manicures and facials; advise on the use of makup; and clean and style wigs and hair pieces. Most make oppointments and keep records of products used by their regular customers. Those who run their own shops hire and supervise workers, keep business records, and order supplies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	835	978	**TOTAL**	143	**AVE. RATE**	1.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	22	1	Trade, Whol & Ret	11.1
CLARMONT	59	4	Services–Other	88.9
CONCORD	62	4		
DOVER	65	4		
KEENE	79	5		
LACONIA	54	4		
LITTLETON	8			
MANCHESTER	155	10		
NASHUA	146	9		
PORTSMOUTH	137	8		
PT. LAW-HAV	48	3		

WORK CONDITIONS:

Indoors
On your feet for long periods of time

ADVANCEMENT OPPORTUNITIES:

Manage large salons
Privately owned salons
Teach in cosmetology school
Sales representatives for cosmetic companies

SAMPLE PLACES OF WORK:

Beauty shops
Unisex shops
Barber styling shops
Motion picture studios
Self-employment
Department stores, hospitals and hotels where beauty or hair care services are offered

NATIONAL WAGE RANGE:

$110–$350 per week

RELATED OCCUPATIONS:

Hair stylist
Barber

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Clean, shape, and polish customers' fingernails and toenails.
- Use a brush or applicator to apply bleach, dye, or tint to color customers' hair
- Shampoo hair with water and liquid soap.
- Rinse hair with water, lemon, vinegar, or prepared lotion.
- Use clippers, scissors, razors, and blow-wave guns to style hair.
- Apply waving lotion to hair and wind the hair around rollers.
- Shape and color eyebrows and eyelashes.
- Read a movie script to decide what hair styles actors and actresses should have.
- Create new hair styles for patrons.
- Arrange hair on wigs according to pictures or photos.
- Spray hair with lacquer to keep it in place.
- Apply makeup, beards, and wigs to performers.
- Put makeup on movie or TV stars to make them look older or younger.
- Apply greasepaint to the arms and legs of performers.
- Prepare dead bodies for burial by cleaning and styling hair, giving manicures, and applying makeup.

• HOURS OF WORK:

Many full-time cosmetologists work more than 40 hours a week, including during evenings and on Saturdays when beauty salons are busiest. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local beauty school or school of cosmetology

See Appendix A

WHERE TO GET FURTHER INFORMATION:

National Accrediting Commission of Cosmetology
Arts and Sciences
1990 M Street, N.W., Suite 650
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Cosmetology
Science
Chemistry
Business Dynamics
Speech
Business Math

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Trades & Industrial Consumer
Personal Services Program

• SPECIAL REQUIREMENTS:

State license

SOC	5253	**DOT**	332-271-010
MATRIX	70082001		332-271-014
GOE	09.02.01		332-271-018
CIP	12.0403		

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New Hampshire VIEW

Vital information for Education and Work

COST ESTIMATOR

JOB DESCRIPTION:

People in these jobs do things to help an office or business operate more efficiently. They prepare cost estimates used by management to prepare bids or to set the prices of products and services. Some coordinate office services such as personnel, budget control, and records control. Some study jobs to help set wage and promotion policies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	506	653	**TOTAL**	147	**AVE. RATE**	2.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	16	1	Construction	65.4
CLARMONT	35	2	Manufacturing	20.0
CONCORD	41	2	Services-Other	13.7
DOVER	29	2	Government	1.0
KEENE	39	2		
LACONIA	42	3		
LITTLETON	10			
MANCHESTER	85	5		
NASHUA	92	8		
PORTSMOUTH	94	4		
PT. LAW-HAV	23	2		

WORK CONDITIONS:

Office work, sedentary

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Government offices
Insurance companies
Radio and TV broadcasting companies
Real estate companies
Transportation firms
Utility companies
Any business or industry

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Estimator
Claims Agent
Purser
Administrative Assistant
Insurance Adjuster

APRIL BUDGET

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Compile lists of materials and equipment needed to make products.
- Compute the cost of materials and labor.
- Study management methods in order to improve work flow or save money.
- Study operating practices, such as record keeping and forms control, to create or revise procedures.
- Conduct studies to develop time and cost data.
- Compute cost estimates for materials, purchased equipment, subcontracted work, production activities, requirements, and labor.

- **HOURS OF WORK:**

35-40 hours per week. Some overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
See Appendix C
Local guidance counselor
Local companies for on-the-job training

WHERE TO GET FURTHER INFORMATION:

National Association of Public Adjusters
131 East Redwood Street, Suite 210
Baltimore, Maryland 21202

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting/Bookkeeping/Recordkeeping
Business Math
Business Dynamics
Science

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech College
Program in Accounting

Graduation from a Business College
Program
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	1490	**DOT**	160-267-018
MATRIX	10243808		
GOE	05.03.02		
CIP	15.0603		

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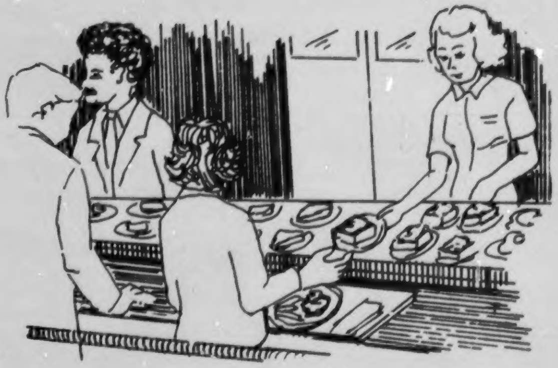
New Hampshire VIEW

Vital Information for Education and Work

COUNTER ATTENDANT

JOB DESCRIPTION:

These people serve foods in places that offer fast service or special food delivery. Some work in carryouts, soda fountains, and cafeterias. Others serve foods to hotel guests or hospital patients in their rooms, or to drive-up customers in their cars. They take food orders, serve food and drinks and may take payments. At soda fountains or diners, they may also cook, fix sandwiches, and prepare ice cream dishes. In cafeterias they fill trays with desserts and salads or meats and side orders.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1208	1951	**TOTAL**	743	**AVE. RATE**	5.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	53	6	Trade,Whol&Ret	72.5
CLARMONT	95	9	Services-Other	12.1
CONCORD	80	9	Government	15.4
DOVER	159	16		
KEENE	75	8		
LACONIA	112	13		
LITTLETON	35	4		
MANCHESTER	214	24		
NASHUA	201	22		
PORTSMOUTH	136	17		
PT. LAW-HAV	48	6		

ADVANCEMENT OPPORTUNITIES:

Cashier
Cook
Waiter or waitress
Counter or fountain supervisor

SAMPLE PLACES OF WORK:

Fast-food restaurants
Hotel and motel restaurants
Coffee shops, all night diners
Cafeterias
Hospital food services
Drug store soda fountains and ice cream parlors
Drive-in restaurants
Canteens in plants and businesses

NATIONAL WAGE RANGE:

$2.47-$4.15 per hour

RELATED OCCUPATIONS:

Fountain Server
Canteen Operator

WORK CONDITIONS:

Can be hot
Must be on your feet for long periods of time

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Take food orders from drive-up customers and deliver the orders to their cars.
- Present checks to customers and take payments for services.
- Serve food to diners seated at a counter.
- Call food orders into the kitchen and pick up and serve the orders when they are ready.
- Prepare fountain drinks, sandwiches, and salads.
- Carry foods on trays or carts to deliver them to hotel guests in their rooms.
- Serve customers of a take-out counter with food that will be eaten elsewhere.
- Serve sandwiches, drinks, and candy to workers in a plant canteen.
- Prepare and serve soft drinks and ice cream dishes at a soda fountain.
- Clean glasses and dishes.
- Prepare food trays and deliver them to hospital patients.
- Serve food from counters and steamtables to cafeteria patrons.
- Brew coffee and tea.
- Use a cash register to total checks.

• HOURS OF WORK:

Workers in these jobs often work on weekends and holidays. Some work during the evenings. Many work in fast-food restaurants and cafeterias part-time. Some work split lunch-dinner shifts and have a few hours off in the middle of the day.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
Local food industry for
on-the-job training

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Food Production Management Services
Vocational Home Economics
Commercial Food Preparation

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On-the-job training
Graduation from approved
Sec/Voc Home Economics
Graduation from Voc/Tech College
program in Culinary Arts

• SPECIAL REQUIREMENTS:

SOC	5216	DOT	311-477-014	ARMY	AIR FORCE
MATRIX	70041201		311-677-014	NAVY	MARINES
GOE	09.04.01		311-474-010	COAST GUARD	
CIP	20.0406		311-674-010		

New Hampshire VIEW
Vital Information for Education and Work

COUNTER CLERK

JOB DESCRIPTION:

Counter clerks work in businesses that offer services such as car rentals, dry cleaning, printing, repair, or storage. They take orders for services and may receive articles to be serviced. They advise customers of the types and costs of services available and the dates when orders will be completed. They may examine articles received, record information about them, and tag them. They also collect payments for services and may keep records of cash receipts and articles received and delivered. In some jobs, workers may have other duties in addition to those described above.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	189	216	TOTAL	27	AVE. RATE	1.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Services-Other	100.0
CLARMONT	15	1		
CONCORD	14	1		
DOVER	16	1		
KEENE	21	1		
LACONIA	14	1		
LITTLETON	2			
MANCHESTER	47	3		
NASHUA	30	2		
PORTSMOUTH	22	1		
PT. LAW-HAV	2			

ADVANCEMENT OPPORTUNITIES:

- Administrative assistant
- Office manager
- Clerical supervisor

SAMPLE PLACES OF WORK:

- Laundry and dry-cleaning stores
- Self-service laundries
- Telegraph companies
- Car rental companies
- Storage companies
- Repair shops
- Retail trade stores that offer repair services

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

- On your feet for long periods of time
- Work with customers

RELATED OCCUPATIONS:

- Service Establishment Attendant
- Rug Measurer
- Fur Storage Clerk
- Layaway Clerk
- Manager, Branch Store
- Laundry Pricing Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Use an adding machine to total the cost of dry cleaning customers' laundry.
- Keep records of garments left by customers.
- Receive, type, route, and collect payments for telegraph messages.
- Cash money orders for customers.
- Rent cards to customers at an airport or hotel.
- Quote prices for car rentals, based on per-day and per-mile rates.
- Complete rental contract forms and get customers to sign them.
- Receive clocks and watches to see what repairs are needed.
- Examine broken watches to see what repairs are needed.
- Estimate the cost of repairing a clock.
- Estimate the value of fur garments received for storage.
- Record descriptions of garments, their estimated values, and the names and addresses of their owners.
- Measure rugs received for cleaning.
- Tag rugs so that workers will know how they should be cleaned.
- Tell customers when cleaning or repair services will be completed.
- Prepare work tickets for articles to be cleaned or repaired.

• HOURS OF WORK:

Some of these jobs may require evening and/or weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local laundry or cleaning industries for on-the-job training
See Appendix A
See Appendix B—Mid Management
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Laundry and Cleaners Allied Trade Association
1180 Raymond Boulevard
Newark, New Jersey 07102

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Accounting/Bookkeeping/Recordkeeping
Office Practices
Business Math

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from an approved Sec/Voc
Office Occupations Program

Gradudation from a Voc/Tech College
Mid-Management Program

• SPECIAL REQUIREMENTS:

SOC	4363	DOT	299-467-010	216-482-030
MATRIX	40061602		369-677-010	369-367-010
GOE	07.03.01		369-367-014	369-477-014
CIP	07.0706		369-467-010	

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New Hampshire VIEW

Vital Information for Education and Work

CUSTOMER SERVICE REP

JOB DESCRIPTION:

These workers process requests from customers for water, gas, electic, or telephone services. Their job includes interviewing applicants; receiving orders for installation, turn-on, discontinuance, etc.; filling out contract forms; and also computing charge for service. They may also specialize in visiting customers at their place of residence to investigate conditions preventing completion of service-connection orders and to obtain contract and deposit when service is being used without contract.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	314	350	TOTAL	36	AVE. RATE	1.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	7		Trans, Comm, Util 100.0
CLARMONT	11		
CONCORD	33	1	
DOVER	21	1	
KEENE	15	1	
LACONIA	30	1	
LITTLETON	12		
MANCHESTER	132	6	
NASHUA	26	1	
PORTSMOUTH	28	1	
PT. LAW-HAV			

ADVANCEMENT OPPORTUNITIES:

Administrative assistant
Office supervisor
Service observer

SAMPLE PLACES OF WORK:

Light, heat, and power companies
Telegraph and telephone companies
Companies that repair or install electrical equipment

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

May be inside or outside work
May have direct contact with customers
May have to deal with customer's complaints

RELATED OCCUPATIONS:

Dispatcher
Telephone clerk
Communications Coordinator

MORE ABOUT THE JOB:

WORK ORDER
NAME
ADDR.
PHONE
WORK
COST

SAMPLE WORK ACTIVITIES:

- Talk with customer on phone or in person and receive orders for installation.
- Fill out contract forms.
- Determine charges for service requested.
- Collect deposits.
- Prepare change of address records.
- Issue discontinuance orders.
- Solicit sale of new or additional services.
- Adjust complaints concerning billing or service rendered.
- Refer complaints of service failures to designated departments.
- Visit customers to investigate conditions preventing completion of service-connection orders.
- Visit customers to obtain contract and deposit when service is being used without contract.

HOURS OF WORK:

40 hours per week, can require overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local power and telephone companies for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Utility Workers Union of America
815 16th Street, N.W., Suite 605
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing
Business Dynamics
Speech
Bookkeeping

EDUCATION/TRAINING NEEDED:

On the job training
Graduation from a Voc/Tech College Marketing Management Program

SPECIAL REQUIREMENTS:

SOC	4664	DOT	239-367-010
MATRIX	40066835		
GOE	07.04.01		
CIP	07.0503		

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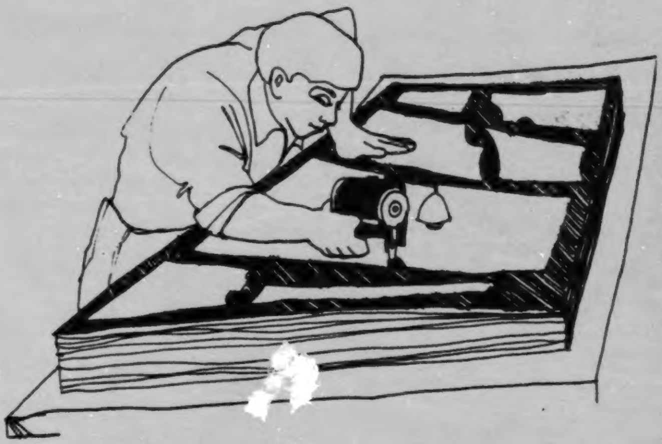
New Hampshire VIEW

Vital Information for Education and Work

CUTTER, MACHINE

JOB DESCRIPTION:

These workers operate or tend machines used to cut fibers or fabric. They load or feed material into the machine and adjust guides and cutters. They watch machine operations for problems such as yarn breaks or wrinkled cloth. Once articles have been cut, they may stack or bundle them. They also may truck materials from storage rooms, clean and oil the machinery and weigh or measure finished articles.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	374	422	TOTAL	48	AVE. RATE	1.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	38	2	Manufacturing	100.0
CLARMONT	31	1		
CONCORD	35	3		
DOVER	7			
KEENE	25	1		
LACONIA	20	1		
LITTLETON	3			
MANCHESTER	85	5		
NASHUA	113	6		
PORTSMOUTH	12	1		
PT. LAW-HAV	6			

WORK CONDITIONS:

Inside work
Requires standing for long periods
More interesting and less monotonous than most other apparel jobs

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Textile mills
Rubber goods manufacturers
Companies that make hats and caps
Companies that produce leather products
Carpet and rug manufacturers
Boot and shoe manufacturers
Companies that produce felt goods

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Cut-lace-machine operator
Label pinker
Crayon sawyer
Width stripper
Cutter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend one or more machines to: cut scrap fabric into flock, cut fur from pelts, cut rolls of fabric into strips used in decorating shoes, cut strands of fiberglass to size, cut felt into various shapes, cut cloth into specified lengths for use in making garments, cut strands of yarn to size for use in making mopheads, trim excess material from hats, cut materials used to insulate or upholster aircraft.
- Use a hand truck to move boxes of material from storage.
- Turn setscrews to adjust machine guides.
- Position machine cutters.
- Turn knobs to regulate machine feeds.
- Space knives on machines according to the width of the cloth to be cut.
- Use a power hoist to position rolls of fiber in a hanger.
- Draw cutting lines on material with chalk or a pencil, following a pattern or blueprint.
- Dump fabric on a conveyor leading to rotary knives.
- Mount rolls of material onto machine spindles.
- Place bales of material at the feedend of the machine.
- Push material against a revolving blade, following the outline of a pattern.

• HOURS OF WORK:

These jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local manufacturers for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Clothing/Apparel & Textiles
Consumer Homemaking Textiles

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from an approved Sec/Voc Clothing Apparel and Textiles Program.

• SPECIAL REQUIREMENTS:

SOC	7654	**DOT**	555-585-010	690-685-486
MATRIX	61081403		585-685-038	690-685-118
GOE	06.02.03		677-685-022	690-685-122
CIP	[illegible]03			

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Vital Information for Education and Work

DANCE INSTRUCTOR

JOB DESCRIPTION:

These people instruct pupils in ballet, ballroom, tap, and other forms of dance. They observe students to determine physical and artistic qualifications and plan programs to meet their students' needs and aspirations. They demonstrate and explain techniques and methods of regulating movements of the body to musical or rhythmic accompaniment. They may also teach history of dance.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	90	136	**TOTAL**	46	**AVE. RATE**	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Services-Other	100.0
CLARMONT				
CONCORD	3			
DOVER	3			
KEENE	1			
LACONIA	3			
LITTLETON				
MANCHESTER	39	5		
NASHUA	34	3		
PORTSMOUTH	5			
PT. LAW-HAV	2			

ADVANCEMENT OPPORTUNITIES:

Self-employment
Choreographer in a dance company

SAMPLE PLACES OF WORK:

Dance company
Self-employed instructor
Public and private schools, colleges, universities, technical and vocational schools
Nonprofit organizations

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work
Physically active
May give individualized instruction

RELATED OCCUPATIONS:

Acrobats
Choreographers
Athletes
Recreation Workers

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Instructs pupils in ballet, modern, ballroom, tap, and other forms of dancing.
- Observes students to determine physical and artistic qualifications and limitations.
- Plans programs to meet students' needs and aspirations.
- Explains and demonstrates dancing techniques.
- Drills pupils in execution of dance steps.
- May choreograph and direct dance performances.

- **HOURS OF WORK:**

Hours may vary due to needs of pupils and/or institution.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local dance studios
Local guidance counselor
See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Dance Association
Division of Alliance for Health (Physical Education, Recreation/Dance)
1900 Association Drive
Reston, Virginia 22091

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Speech
Music, literature
History, visual arts

- **EDUCATION/TRAINING NEEDED:**

Graduation from a Fine Arts College
Program helpful
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC 2390 **DOT** 151-027-014
MATRIX 10206001
GOE 01.05.01
CIP 50.0301

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New Hampshire VIEW

Vital Information for Education and Work

DELIVERY & ROUTE WORKER

OVERNITE
DELIVERY
SERVICE

JOB DESCRIPTION:

People in these jobs drive trucks that carry less than 3 tons weight. These types of trucks include pick-up, delivery, and van trucks. Most of these workers drive trucks to deliver goods, materials, or machinery within a local area. They may deliver items to stores, homes, farms, plants, or construction sites. They may load and unload goods or materials. They often collect receipts or payments for items delivered and keep delivery records. They may do routine servicing of their trucks.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3280	4349	**TOTAL**	1069	**AVE. RATE**	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	188	9	Construction	.6
CLARMONT	187	10	Manufacturing	15.0
CONCORD	266	14	Trans, Comm, Util	4.8
DOVER	283	15	Trade, Whol, Ret	72.5
KEENE	257	14	Service-Other	6.4
LACONIA	193	10	Government	.8
LITTLETON	72	4		
MANCHESTER	813	41		
NASHUA	491	25		
PORTSMOUTH	375	19		
PT. LAW-HAV	155	7		

ADVANCEMENT OPPORTUNITIES:

Dispatcher
Manager

SAMPLE PLACES OF WORK:

Delivery companies
Telephone companies
Any company or business that delivers products or materials in loads weighting less than 3 tons
Hotels, restaurants, and other businesses that prepare and deliver foods or food products

NATIONAL WAGE RANGE:

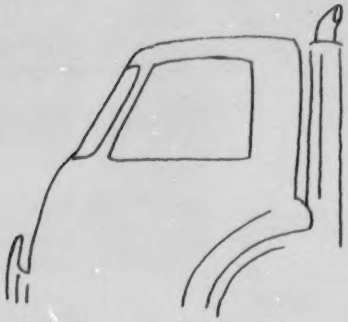
$6.17 - $9.63 per hour

WORK CONDITIONS:

May have to deliver in bad weather
May do some heavy lifting
Some walking up and down stairs
May have to load truck

RELATED OCCUPATIONS:

Lunch-truck driver
Telephone-directory-distributor driver
Coin collector
Newspaper-delivery driver



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Drive a truck to deliver prepared meals to airports.
- Give billing forms to workers and collect receipts.
- Drive a truck to deliver liquid fertilizer to fields.
- Connect hoses and open valves to spread fertilizer on soil.
- Keep records of the amount of fertilizer used on fields.
- Drive a truck to deliver phone directories.
- Check truck loads to be sure they agree with shipping papers.
- Write receipts for loads picked up.
- Talk with a supervisor by radio.
- Inspect truck tires, lights, brakes, gas, and oil.
- Make emergency repairs to a truck, such as changing tires or installing fuses and spark plugs.

- **HOURS OF WORK:**

Many of these drivers work some overtime. Drivers who deliver foodstuffs may work during early morning or late evening hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local delivery companies for on-the-job training
Local guidance counselor

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

General Business
Industrial Arts–Energy and Power Tech
Industrial Arts–Materials and Process Tech
Drivers education

- **EDUCATION/TRAINING NEEDED:**

High School Graduation–Advantage
On the job training

- **SPECIAL REQUIREMENTS:**

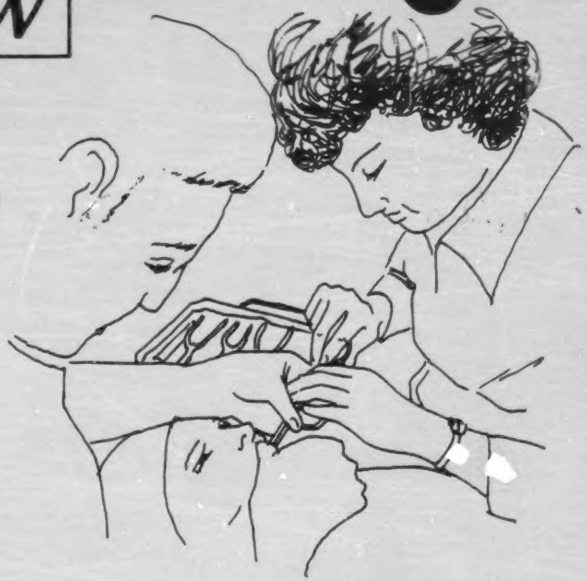
WHERE TO GET FURTHER INFORMATION:

American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

SOC	8214	DOT	299-477-010	292-353-010	ARMY	AIR FORCE
MATRIX	62000801		292-463-010	292-483-010	NAVY	MARINES
GOE	09.04.02		906-683-018	292-363-010	COAST GUARD	
CIP	08.0705					

New Hampshire VIEW

Vital Information for Education and Work



DENTAL ASSISTANT

JOB DESCRIPTION:

Dental assistants work with dentists as they examine and treat patients. They make the patients comfortable in the dental chair, prepare them for treatment, and obtain their dental records. They hand the dentist the proper tools and materials and keep patients' mouths clear by using suction or other devices. They prepare materials for making impressions and restorations, and process X-ray film. They also instruct patients in oral health and prepare instruments for sterilization. Some perform clerical duties as well.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	371	592	**TOTAL**	221	**AVE. RATE**	5.4

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	10	1	Services-Other	100.0
CLARMONT	35	3		
CONCORD	38	4		
DOVER	30	3		
KEENE	29	3		
LACONIA	26	2		
LITTLETON	6			
MANCHESTER	67	7		
NASHUA	66	7		
PORTSMOUTH	50	5		
PT. LAW-HAV	14	2		

WORK CONDITIONS:

Must deal with people in stressful situations
Works in well-lighted, clean environments

ADVANCEMENT OPPORTUNITIES:

Dental Hygienist

SAMPLE PLACES OF WORK:

Private dental offices
Dental schools
Private clinics
Hospital dental departments
State and local public health departments
Federal government offices, especially Public
Health Service, Veterans Administration,
and military services

NATIONAL WAGE RANGE:

$9,000-$15,000

RELATED OCCUPATIONS:

Dental Hygienist

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Take and record medical and dental histories.
- Make impressions of people's teeth for the dentist to study.
- Sterilize instruments and equipment.
- Instruct patients in the care of their teeth and gums, as prescribed by the dentist.
- Prepare tray setups for dental procedures.
- Keep patient treatment records.
- Pour, trim, and polish study casts.
- Clean and polish dental tools.
- Tell patients how to control plaque.
- Keep appointment records and take payments for dental services.

• HOURS OF WORK:

Most dental assistants work during regular office hours. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local dentists for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Dental Assistants Association
666 N. Lake Shore Drive
Suite 1130
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Biology, chemistry
Typing
Allied Health
Accounting/Bookkeeping/Recordkeeping

• EDUCATION/TRAINING NEEDED:

On-the-job training

Graduation from Voc/Tech College Program in Dental Assistance

• SPECIAL REQUIREMENTS:

SOC	5232	DOT	079-371-010
MATRIX	10120401		
GOE	10.03.02		
CIP	17.0101		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—57a

New Hampshire VIEW
Vital Information for Education and Work

DENTAL HYGIENIST

JOB DESCRIPTION:

Dental hygienists work with dentists as part of a dental health team. They try to help people develop and maintain good oral health. They clean and polish patients' teeth, give them fluoride treatments to prevent tooth decay, and tell them how to care for their teeth and gums. They also take medical and dental histories, expose and develop dental X-ray film, and make impressions of teeth for study models. Some give talks on dental health in schools, assist in research projects, or teach.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990					
EMPLOYMENT:	293	466	**TOTAL**	173	**AVE. RATE**	5.4	

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	8		Services-Other	98.1
CLARMONT	26	2	Government	1.9
CONCORD	29	3		
DOVER	23	2		
KEENE	23	2		
LACONIA	20	2		
LITTLETON	5			
MANCHESTER	53	5		
NASHUA	55	5		
PORTSMOUTH	40	3		
PT. LAW-HAV	11	1		

ADVANCEMENT OPPORTUNITIES:

Teacher
Administrator

SAMPLE PLACES OF WORK:

Private dental offices
Public health agencies
School systems
Industrial plants
Hospitals and clinics
Government agencies that provide health services
Military services

NATIONAL WAGE RANGE:

$14,000-$17,000

WORK CONDITIONS:

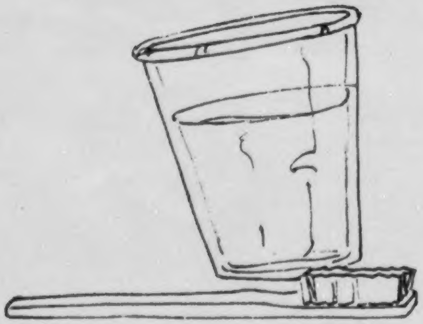
Inside work
Considerable amount of standing or sitting
Well lighted

RELATED OCCUPATIONS:

Dental Assistant
Dentist

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**



- Remove calcium deposits and stains from teeth, using a dental brush, rubber cup, and cleaning compound.
- Mark charts of people's teeth to show the region and amount of decay.
- Give pain-killing shots to patients.
- Place and remove temporary dental structures.
- Give lectures on oral health to school and community groups.
- Use slide films and charts to show people how to properly care for their teeth and gums.

- **HOURS OF WORK:**

Most hygienists work a 35-40 hour week during business hours. Many may work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local dental hygienists' association
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Division of Professional Development
American Dental Hygienists' Association
Suite 3400
444 N. Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Geometry
Algebra
Chemistry
Speech
Biology
Allied Health

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech College Program in Dental Hygiene

Graduation from Pre-dental College Program

- **SPECIAL REQUIREMENTS:**

State licensing

SOC	3630	**DOT**	078-361-010
MATRIX	10120402		
GOE	10.02.02		
CIP	17.0102		

ARMY	91E	**AIR FORCE**	98131
NAVY	DT	**MARINES**	–
COAST GUARD	DT-03		

New Hampshire VIEW

Vital Information for Education and Work

DENTIST

JOB DESCRIPTION:

Dentists examine teeth and other parts of the mouth to diagnose diseases or disorders. They take X-rays, fill cavities, straighten teeth, and treat gum diseases. They pull teeth and replace them with dentures. They also perform surgery on gums and supporting bones to correct them. They facilitate patients learning of dental disease prevention techniques such as tooth brushing and flossing. Most practice general dentistry, but a few specialize in areas of care such as childrens' dentistry or the treatment of gums. A few dentists teach in dental schools, do research, or run dental health programs.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	274	435	**TOTAL**	161	**AVE. RATE**	5.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Services-Other	98.8
CLARMONT	25	2	Government	1.2
CONCORD	27	2		
DOVER	22	2		
KEENE	21	2		
LACONIA	19	1		
LITTLETON	5			
MANCHESTER	51	4		
NASHUA	50	4		
PORTSMOUTH	36	3		
PT. LAW-HAV	11	1		

ADVANCEMENT OPPORTUNITIES:

Open private clinics
Captain in the army
Lieutenant in the navy

SAMPLE PLACES OF WORK:

Private offices
Military services
Federal government agencies, especially the Veterans Administration and the Public Health Services

NATIONAL WAGE RANGE:

$22,000-$52,100

WORK CONDITIONS:

Inside work
Well lighted
Some stress in dealing with patient fears

RELATED OCCUPATIONS:

Oral Pathologist
Oral Surgeon
Pedodontist
Periodontist
Endodontist
Orthodontist
Prosthodontist
Public-Health Dentist

VIEW SCRIPT–58b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Use a dentist's drill to remove diseased parts of teeth.
  - Inject pain killer into patients' gums.
  - Cap injured teeth and fill cavities.
  - Place braces on teeth to straighten or align them.
  - Remove wisdom teeth.
  - Design and make dentures to replace missing or diseased teeth.
  - Look at X rays to find signs of cavities or other dental problems.
  - Use mouth mirrors, explorers, and other instruments to look at or treat patients' teeth and gums.
  - Advise patients how to care for their teeth and gums.

- **HOURS OF WORK:**

Most dentists work a regular 35-40 hour week. Some work overtime. Some work evening hours. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Dental Association
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Association of Dental Schools
1625 Massachusetts Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Science
Algebra
Geometry
Biology
Chemistry
Physics
Allied Health

- **EDUCATION/TRAINING NEEDED:**

4-year undergraduate college education
3-4 year professional program
Graduation from Pre-dental College Program

- **SPECIAL REQUIREMENTS:**

State licensing

SOC	2620	**DOT**	072-101-010	072-061-010	**ARMY**	**AIR FORCE**
MATRIX	10100401		072-101-014	072-101-018	**NAVY**	**MARINES**
GOE	02.03.02		072-101-022	072-101-026	**COAST GUARD**	
CIP	18.0401		072-101-030	072-101-034		

New Hampshire VIEW

Vital Information for Education and Work

DESIGNER

JOB DESCRIPTION:

These people design products used in homes, businesses, and industries. They design all kinds of products, including toys, furniture, cars, clothes, and bank notes. Some plan home and office decorations or design sets for movie, stage, and TV productions. Others arrange flowers to decorate homes, churches, and offices or design ads to display and describe products, events, and services. Designers may use a variety of tools and equipment, including artist tools, and hand and power equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	458	656	**TOTAL**	198	**AVE. RATE**	3.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15		Manufacturing	48.5
CLARMONT	28	2	Trade, Whol & Ret	43.2
CONCORD	32	2	Services-Other	8.1
DOVER	69	4	Government	.2
KEENE	34	2		
LACONIA	36	2		
LITTLETON	8			
MANCHESTER	83	5		
NASHUA	86	6		
PORTSMOUTH	49	3		
PT. LAW-HAV	19	2		

WORK CONDITIONS:

May deal with deadlines and other pressures
Travel may be required

ADVANCEMENT OPPORTUNITIES:

Opportunity to open private studios
Freelancer
May work on contract

SAMPLE PLACES OF WORK:

Private design firms
Furriers' offices
Radio and TV stations
Motion picture studios
Companies that design or make jewelry
Companies that make wooden boxes
Metalwork manufacturers
Large department stores or furniture stores
Floral shops
US Department of Treasury
Motel and restaurant chains

NATIONAL WAGE RANGE:

$20,700 and above

RELATED OCCUPATIONS:

Copyist
Color Expert
Interior Designer
Set Decorator
Stained Glass Artist
Manager, Display
Cloth Designer
Package Designer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Design the layout for artwork in a magazine or book.
- Design interiors of rooms and homes.
- Advise clients about the best use of space and color.
- Make paste-ups or drawings of ads for clients.
- Engrave plates to make dollar bills.
- Build working models of machines, using hand and power tools.
- Arrange flowers and foliage.
- Draw up designs for products, such as rugs, cars, furs, silverware, textiles, clothing, or jewelry.
- Draw full-sized work drawings of stained glass windows.
- Design trademarks or symbols to appear on a firm's products, ads, and stationery.
- Design displays in department stores to show products that are for sale.
- Draw cartoons.

• HOURS OF WORK:

Some designers may occasionally work long or irregular hours. Some may meet with clients during the evening or weekends, when necessary.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

The National Art Education Association
1916 Association Drive
Reston, Virginia 22091

See Appendix A
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The Graphic Artists Guild
30 East 20th Street, Room 405
New York, N.Y. 10003

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Art/Art History
Mechanical/Architectural Drawing
Painting
Architecture
Basic Engineering
Clothing Apparel and Textiles

• EDUCATION/TRAINING NEEDED:

Graduation from an Approved Secondary Drafting Program
Graduation from a Voc/Tech College Drafting Program
Graduation from a Drafting and Design Tech College Program

• SPECIAL REQUIREMENTS:

SOC	3220	**DOT**	142-281-010	142-061-054
MATRIX	10221001		141-051-010	142-031-014
GOE	01.02.03		142-051-014	142-061-014
CIP	20.0304		142-061-042	142-081-018

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MARINES

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New Hampshire VIEW

Vital Information for Education and Work

DESK CLERK

JOB DESCRIPTION:

These clerks register guests, assign them to rooms, and issue them their room keys. They also give out mail and messages, answer questions about hotel services, keep guest records, prepare bills, and collect payments. They may sell items such as candy or newspapers and deposit items for guests in the hotel safe.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	259	324	**TOTAL**	65	**AVE. RATE**	2.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	37	3	Service-Other	100.0
CLARMONT	14	1		
CONCORD	14	1		
DOVER	5			
KEENE	18	1		
LACONIA	47	4		
LITTLETON	38	3		
MANCHESTER	18	1		
NASHUA	19	1		
PORTSMOUTH	43	3		
PT. LAW-HAV	8			

ADVANCEMENT OPPORTUNITIES:

Managerial position

SAMPLE PLACES OF WORK:

Hotels
Motels
Motor lodges
Resorts

NATIONAL WAGE RANGE:

$3.64 - $7.05 per hour

WORK CONDITIONS:

Inside work
May involve some typing
Pleasant working conditions

RELATED OCCUPATIONS:

Cashier
Bookkeeper
Reservation Clerk
Floor Clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Assign hotel guests to rooms and instruct bellhops to help them with their luggage.
- Sort and stack incoming mail and messages.
- Give and receive messages by phone, switchboard, or teletype machine.
- Keep records of which rooms are available.
- Make and confirm reservations.
- Sell tobacco, candy, and newspapers.
- Deposit guests' valuables in a hotel safe.

- **HOURS OF WORK:**

Many of these jobs require evening or night work. Some of these jobs may involve shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local hotel services for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Typing, General Office Related Programs

- **EDUCATION/TRAINING NEEDED:**

High School Graduate
Graduation from approved Sec/Voc
Business & Office Program

Graduation from Voc/Tech College Program
in Administrative Secretarial Management

- **SPECIAL REQUIREMENTS:**

WHERE TO GET FURTHER INFORMATION:

The American Hotel and Motel Association
888 7th Avenue
New York, N.Y. 10019

SOC	4643	DOT	238-362-010
MATRIX	40061603		
GOE	07.04.03		
CIP	07.0707		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

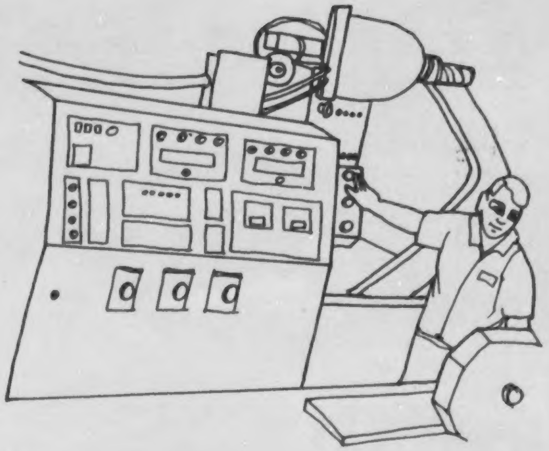
New Hampshire VIEW

Vital Information for Education and Work

DIE CUTTER

JOB DESCRIPTION:

People in these jobs use handtools and hand-held power tools to cut and trim articles. They work in a variety of industries and with a variety of materials. For example, they may butcher livestock, bone meats, cut grooves in stone, cut mirror glass to size, make buttonholes for shoes, or trim hat brims. Some jobs require that workers be able to follow layout sheets or working drawings and use measuring devices.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	587	562	TOTAL	-25	AVE. RATE	-.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	25	1	
CLARMONT	21	1	
CONCORD	19	1	
DOVER	176	6	
KEENE	16	1	
LACONIA	17	1	
LITTLETON	24	1	
MANCHESTER	106	3	
NASHUA	102	4	
PORTSMOUTH	67	3	
PT. LAW-HAV	14	1	

ADVANCEMENT OPPORTUNITIES:

Supervisors
Instrument makers
Self employment

SAMPLE PLACES OF WORK:

Construction companies
Farms
Printing and publishing companies
Slaughtering houses & meat packing plants
Food canning and preserving plants
Photofinishing plants

NATIONAL WAGE RANGE:

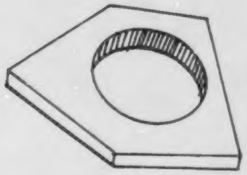
Not available

WORK CONDITIONS:

Inside work
Requires standing for long periods

RELATED OCCUPATIONS:

Panel-machine Setter
Hot-die-press Operator
Mat Puncher



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Use hand tools or hand-held power cutting tools to: butcher hogs and cattle, remove coarse hairs from animal pelts, cut grooves in stones used to grind grain, cut goldleaf sheets to size, cut metal mesh to make watchbands, cut numerals in the faces of watch dials, cut parts for valves, radios, and footwear from rubber sheeting, plastic, or cork.
- Lay out, mark, and cut parts for leather belts, cases, or garments.
- Fold and shape ribbon sections to make bows.
- Trim excess material from hat brims.
- Make buttonholes for shoes.
- Cut and mount photographic film.
- Work under contract as an apprentice while learning the hand cutter's craft.

- **HOURS OF WORK:**

40 hour week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local companies for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool Builders Association
7901 Westpark Drive
McLean, Virginia 22102

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials & Process Tech
Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from a Sec/Voc Precision Production Program

- **SPECIAL REQUIREMENTS:**

SOC	7753	DOT	699-682-022	690-682-050	ARMY	AIR FORCE
MATRIX	61081424		640-360-010	690-685-286	NAVY	MARINES
GOE	06.02.09		686-462-010	690-685-290	COAST GUARD	
CIP	47.0406					

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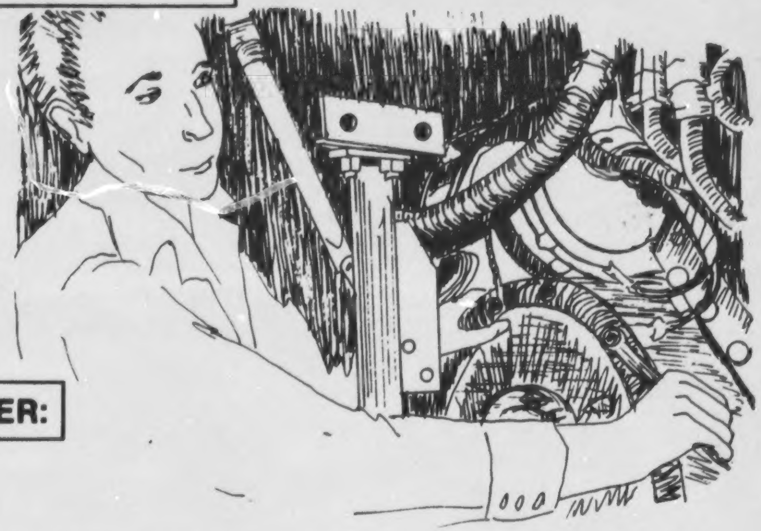
New Hampshire VIEW

Vital Information for Education and Work

DIESEL MECHANIC



JOB DESCRIPTION:

These people service and repair engines used to power industrial vehicles and machinery. This includes bus, truck, tractor, train, and boat engines as well as engines used to power machines. They read job orders and manuals and listen to and test engines to determine the repairs needed. They remove engines, take them apart, and repair or replace worn or damaged parts. They may recondition engine parts and install and connect piping, controls, and ignition systems. They use mechanics' tools, hoists, jacks, meters, gauges, and power equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	465	571	**TOTAL**	106	**AVE. RATE**	2.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	25	1	Construction	25.5
CLARMONT	27	2	Trans,Comm,Util	27.6
CONCORD	45	2	Trade,Whol&Ret	29.8
DOVER	23	2	Services-Other	16.7
KEENE	27	2	Government	.4
LACONIA	34	1		
LITTLETON	10			
MANCHESTER	130	7		
NASHUA	59	3		
PORTSMOUTH	72	3		
PT. LAW-HAV	15	1		

ADVANCEMENT OPPORTUNITIES:

Shop Supervisors
Shop Managers

SAMPLE PLACES OF WORK:

Boat dealerships and repair shops
Boat manufacturers
Engine repair shops
Self-employed mechanic
Marinas, private and government
Truck, bus, or automobile repair shops and dealerships

NATIONAL WAGE RANGE:

$9.72 per hour

WORK CONDITIONS:

Noisy and oily, usually indoors
If outdoors may have to work in severe weather conditions
Must observe safety practices at all times

RELATED OCCUPATIONS:

Machinist
Diesel-Engine Tester
Diesel-Engine Erector

VIEW SCRIPT—62b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Repair and service engines on industrial trucks and tractors.
- Read manuals to plan repair work.
- Overhaul engines, using hand tools, welding equipment, and a hoist.
- Adjust safety devices.
- Attach timing instruments to engines.
- Read meters and gauges on test equipment to determine what is wrong with engines.
- Use hoists, jacks, and mechanics' tools to remove engines and take them apart.
- Inspect engine parts for damage and replace worn or damaged parts.
- Install and repair engines in yachts, tugs, trawlers, and other boats.
- Connect fuel, oil, and waterlines to engines.
- Install engine controls and propellers in boats.
- Repair and maintain diesel engines used to power construction machinery.
- Use lathes, boring machines, and hand tools to recondition engine parts.
- Weld and cut parts, using arc-welding and flame cutting devices.
- Work as an apprentice engine mechanic.

- **HOURS OF WORK:**

Outdoor workers may work more than 40 hours per week during warm weather and less than 40 hours per week during cold weather.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning Line toll free no. 1-800-852-3408**

- For More Information Contact:
  See Appendix A
  See Appendix B
  Local repair shops and dealerships
  for on-the-job training or apprenticeship

WHERE TO GET FURTHER INFORMATION:

Local employers in trucking companies
Truck dealers or bus lines
Local office of the State Employment Service

American Trucking Associations Inc.
1616 P Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy and Power Tech.
Business Math
Diesel Engine Mechanic Science

- **EDUCATION/TRAINING NEEDED:**

On-the-job training/Apprenticeship
Graduation from approved Sec/Voc
Mechanics and Repairers Program
Graduation from Voc/Tech College Program
in Internal Combustion

- **SPECIAL REQUIREMENTS:**

SOC 6112
MATRIX 50083222
GOE 05.05.09
CIP 47.0605
DOT 625-281-010

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

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New Hampshire VIEW

Vital Information for Education and Work

HOSPITAL MENU

DIETITION AND/OR NUTRITIONIST

JOB DESCRIPTION:

These people plan healthful and tasty meals to help people keep or recover their good health. They also supervice staff who prepare and serve meals, manage food and related purchases, prepare food budgets, and give advice on good eating habits. Some plan and direct food preparation in places such as hospitals, nursing homes, clinics, and schools. Others teach, do research, or act as consultants.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT	136	228	**TOTAL**	92	**AVE. RATE**	6.1

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	5		Services-Other	93.5
CLARMONT	14	2	Government	6.5
CONCORD	16	2		
DOVER	8	2		
KEENE	15	2		
LACONIA	14	2		
LITTLETON	4			
MANCHESTER	30	5		
NASHUA	16	2		
PORTSMOUTH	12	2		
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Management position

SAMPLE PLACES OF WORK:

- Health-related agencies
- Public school systems
- Colleges and universities
- Restaurants or cafeterias
- Hospitals, nursing homes, and clinics, including those in the Veterans Administration and U.S. Public Health Service

NATIONAL WAGE RANGE:

$15,800 - $25,872

WORK CONDITIONS:

Inside work, clean and well lit
Occasionally works in kitchens and serving areas that are hot and steamy

RELATED OCCUPATIONS:

Community Dietition
Dietetic Intern

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Plan, organize, and conduct programs in nutrition and food science.
- Set policies and procedures for food preparation and service in such places as schools or prisons.
- Study the past diets of people to plan food programs for them.
- Advise people on how to select and prepare foods and plan menus.
- Evaluate food service systems.
- Plan and direct the preparation and service of diets ordered by doctors.
- Talk with designers and builders to plan how to build or remodel a food service unit.
- Advise child-care staff on how to plan and prepare foods that will meet the needs of small children.
- Prepare course outlines and manuals used to teach dietetics.

• HOURS OF WORK:

Most dietitions and nutritionists work 40 hours a week. Those in hospitals may sometimes work on weekends. Those in commercial food service may have irregular hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The American Dietetic Association
430 North Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Consumer Homemaking, Food and Nutrition
Chemistry
Data Processing
Food Product Management and Service
Allied Health

• EDUCATION/TRAINING NEEDED:

Graduation from a Nutritional Care College Program

• SPECIAL REQUIREMENTS:

6-12 months of internship
Accredited by ADA

SOC	3020	DOT	077-127-014	077-127-018	ARMY	AIR FORCE
MATRIX	10100601		077-127-022	077-167-010	NAVY	MARINES
GOE	05.05.17		077-061-010	077-117-010	COAST GUARD	
CIP	20.0404		077-127-010			

VIEW SCRIPT–64a

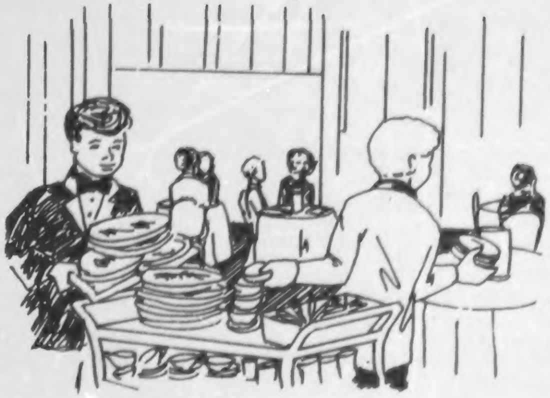
New Hampshire VIEW

Vital Information for Education and Work

DINING ROOM ATTENDANT

JOB DESCRIPTION:

These people work in restaurants and other places where food and drinks are served. They do many tasks to allow waiters, waitresses, and bartenders more time to serve customers. They clear and reset tables, for example, and carry soiled dishes to the kitchen. They clean up spilled food and broken dishes. They may serve water, bread, and butter to customers and clean coffee pots. Some help bartenders keep the bar supplied with liquor, mixes, and ice. Others carry food and equipment to steam tables and serving counters.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	969	1458	**TOTAL**	489	**AVE. RATE**	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	62	2	Trade,Whol&Ret	40.3
CLARMONT	77	3	Services-Other	42.4
CONCORD	69	4	Government	17.3
DOVER	131	7		
KEENE	66	3		
LACONIA	110	6		
LITTLETON	55	2		
MANCHESTER	173	8		
NASHUA	87	5		
PORTSMOUTH	110	6		
PT. LAW-HAV	28	2		

ADVANCEMENT OPPORTUNITIES:

Waiter
Waitress
Cook

SAMPLE PLACES OF WORK:

Restaurants
Bars or taverns
Hotel dining rooms
Cafeterias

NATIONAL WAGE RANGE:

$3.00-$4.90 per hour

WORK CONDITIONS:

Inside work
Standing and walking
May be shift work

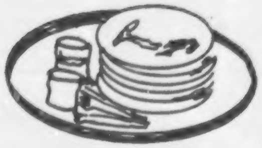
RELATED OCCUPATIONS:

Bartender Helper
Cafeteria Attendant
Silver Wrapper

VIEW SCRIPT–64b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**



- Carry trays of food to customers' tables in a cafeteria.
- Go through a dining room and serve coffee to customers.
- Carry dirty dishes from the dining room to the kitchen.
- Set tables with silverware, glassware, and fresh linens.
- Supply service bars with soups, salads, and desserts.
- Serve ice water and butter to patrons.
- Clean and polish coffee urns and milk dispensers.
- Run errands.
- Stock coolers with wines and bottled beer.
- Slice and pit fruits used to decorate drinks.
- Wash and polish glasses and bar equipment.
- Clean up spilled foods.

- **HOURS OF WORK:**

Many workers in this group work during evenings and on weekends and holidays. Many work part-time. Some work only a few hours a day during the lunch or dinner period. Some work both periods but may take a few hours off in the middle of the day.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local restaurants for on-the-job training
Local guidance counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Math
Food Services
Food Production Management Services
Public Speaking
Speech
Vocational Home Economics

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Graduation from approved Sec/Voc
Home Economics Related Occup. Program
Graduation from Voc/Tech College
Program in Culinary Arts

- **SPECIAL REQUIREMENTS:**

SOC	5218	DOT	311-677-018	ARMY	AIR FORCE
MATRIX	70040601		318-687-018	NAVY	MARINES
GOE	09.05.02		312-687-010	COAST GUARD	
CIP	08.0905		311-677-010		

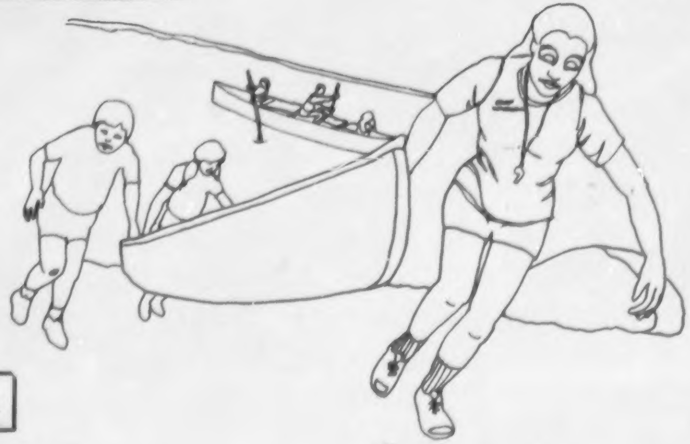
New Hampshire VIEW

Vital Information for Education and Work

DIRECTOR, CAMP

JOB DESCRIPTION:

These workers direct activities of a recreation or youth work camp. They plan programs of recreational and educational activities, hire and supervise staff, and arrange for required licenses, certificates, and insurance coverage to meet standards for campers and for camp operation. They also keep records regarding finances, personnel actions, enrollments, and program activities related to camp business operations and budget allotments.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	252	202	TOTAL	40	AVE. RATE	1.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	7	1	Services-Other 100.0
CLARMONT	16	1	
CONCORD	34	2	
DOVER	17	1	
KEENE	21	2	
LACONIA	22	2	
LITTLETON	8	1	
MANCHESTER	67	6	
NASHUA	34	2	
PORTSMOUTH	20	1	
PT. LAW-HAV	7	1	

WORK CONDITIONS:

Outside work
Work with people
May be responsible for many young people

ADVANCEMENT OPPORTUNITIES:

Administrative positions
College faculty
Managerial positions

SAMPLE PLACES OF WORK:

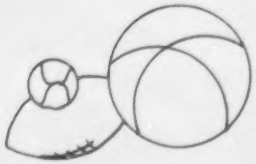
Camps, dude ranches, and other vacation resorts
Nonprofit organizations that provide entertainment

NATIONAL WAGE RANGE:

$12,000-$30,000 per year

RELATED OCCUPATIONS:

Camp Counselor
Recreation Leader



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Plan programs of recreational and educational activities.
- Hire and supervise staff.
- Arrange for required licenses, certificates, and insurance coverage to meet standards.
- Keep records regarding finances of the camp
- Supervise training and recreational programs.

- **HOURS OF WORK:**

Usually 35–40 hour work week, however, night work and irregular hours should be expected.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

New Hampshire Department of Natural Resources
Local guidance counselor
See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Recreation and Park Association
Division of Professional Services
3101 Park Center Drive
Alexandria, Virginia 22302

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Math
Business Dynamics
Physical Education
Accounting/Bookkeeping/Recordkeeping
Social Studies
Science

- **EDUCATION/TRAINING NEEDED:**

Graduation from Hotel-Resort
Tourism Administration
College Program

- **SPECIAL REQUIREMENTS:**

SOC	1352	**DOT**	195-167-018	**ARMY**	03C	**AIR FORCE**	74151
MATRIX	10243206			**NAVY**	--	**MARINES**	8921
GOE	11.11.02			**COAST GUARD**	--		
CIP	06.0703						

VIEW SCRIPT–66a

New Hampshire VIEW
Vital Information for Education and Work

DIRECTOR, FOOD AND BEVERAGE

JOB DESCRIPTION:

These people manage businesses that serve foods and/or provide lodgings and related services to people. This may include restaurants, hotels, school cafeterias, trailer parks, or similar facilities. They plan, organize, and direct the operation of the business. They determine the types and amounts of goods or services to be sold, and may set price and credit policies. They determine work procedures, plan budgets, and order stock and supplies. They hire and supervise staff, enforce rules, handle customer and worker complaints, and keep business records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	154	275	TOTAL	121	AVE. RATE	7.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7	1	Trade, whol. & ret.	100.0
CLARMONT	9	1		
CONCORD	12	2		
DOVER	13	2		
KEENE	3	1		
LACONIA	17	2		
LITTLETON	4			
MANCHESTER	30	3		
NASHUA	23	3		
PORTSMOUTH	23	3		
PT. LAW-HAV	8	1		

ADVANCEMENT OPPORTUNITIES:

Manager
Self employment
Administrative position

SAMPLE PLACES OF WORK:

Hotels, motels, motor inns
Hospitals, nursing homes
Restaurants, bars, supper clubs
Summer camps, resorts, construction camps

NATIONAL WAGE RANGE:

$15,000 – $23,400

WORK CONDITIONS:

Inside work, clean well lit areas
Occasionally must work in hot steamy kitchens and serving areas

RELATED OCCUPATIONS:

Restaurant Manager
Manager, Liquor Establishment
Manager, Food Service

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Coordinate the activities of workers who keep business records, pay accounts, and order supplies
- Set standards for service, room rates, publicity, and food selection
- Direct the preparation of food
- Plan dining room, bar, and banquet operations
- Test cooked foods by tasting and smelling them
- Direct the maintenance of buildings and equipment
- Enforce safety and cleanliness rules
- Investigate and resolve complaints
- Keep time and payroll records
- Keep records required by the Government
- Prepare and write reports
- Take inventories of supplies and equipment
- Provide telephone answering service for tenants or guests
- Mow lawns and clean public areas

• HOURS OF WORK:

40 hour week may require evening and week end work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor

See Appendix A

See Appendix B

See Appendix C

WHERE TO GET FURTHER INFORMATION:

The American Dietetic Association
430 North Michigan Ave.
Chicago IL 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Consumer Education
Foods and Nutrition
Vocational Food Service
Food Products Management Service
Speech
Economics

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc Home Economics Program
Graduation from Voc/Tech College Program in Food Service Supervision
Graduation from Management College Program

• SPECIAL REQUIREMENTS:

6 to 12 month internship required in some states

SOC 1351
MATRIX 20061401
GOE 11.11.04
CIP 06.0704
DOT 187-716-106

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

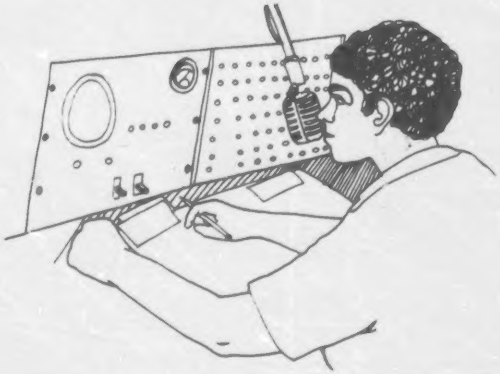
VIEW SCRIPT–67a

New Hamp ire VIEW
Vital Information for Education and Work

DISPATCHER, POLICE

JOB DESCRIPTION:

These people send and receive messages. They work in diverse settings and use different kinds of equipment. They may operate a switchboard, radio, or alarm. Some operate alarm systems to send and receive messages about fires or intruders. They may receive complaints from the public concerning crimes and police emergencies. They then broadcast orders to police radio control units in the vicinity to investigate complaints. In some municipalities, they coordinate all police, fire, ambulance, and other emergency requests relaying instruction to radio unit concerned.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	235	347	**TOTAL**	112	**AVE. RATE**	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	12	1	Trans, Comm, Util	1.9
CLARMONT	17	1	Services-Other	5.8
CONCORD	36	1	Government	92.2
DOVER	29	1		
KEENE	13	1		
LACONIA	25	1		
LITTLETON	10			
MANCHESTER	41	3		
NASHUA	24	1		
PORTSMOUTH	23	1		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Promotions to sergeant, lieutenant, captain
Areas of specialization

SAMPLE PLACES OF WORK:

City and state law agencies
Local fire departments
Any business that operates its own security alarm system

NATIONAL WAGE RANGE:

$13,000 - $20,500

WORK CONDITIONS:

Inside work
Well lighted
Sit for long periods

RELATED OCCUPATIONS:

Alarm Operator
Dispatcher, Radio

VIEW SCRIPT—67b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate an alarm system, radio transmitter, and switchboard to send and receive messages about fires, crimes, or police emergencies.
- Receive complaints from public concerning fires, crimes, and police emergencies.
- Question caller and look at city map to see if the emergency situation is in the service area.
- Determine the number of units needed to respond to the emergency.
- Use a radio to broadcast orders to police radio patrol units in vicinity to investigate, or to notify police department.
- Relays instructions or questions from remote units.
- Send messages to the scene of the emergency, such as requests for more help.
- Record the date, time, and type of call received or sent.
- Keep files on calls.
- Read and record coded signals received by a security-signaling system and interpret the signals.
- Report alarms to the police or fire department.
- Monitor silent alarm systems to detect illegal entry at business establishments.

• HOURS OF WORK:

These people work on shifts, weekends, and holidays. Some overtime is a possibility.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local police department for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Information may be obtained from the local Civil Service Commissions or Police Departments

Communication Workers of America
1925 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

American History
Chemistry
Physics
Speech

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Communication Systems Operator Program

• SPECIAL REQUIREMENTS:

SOC	4739	DOT	372-167-010
MATRIX	40061803		379-362-010
GOE	04.02.02		379-162-010
CIP	07.0707		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–68a

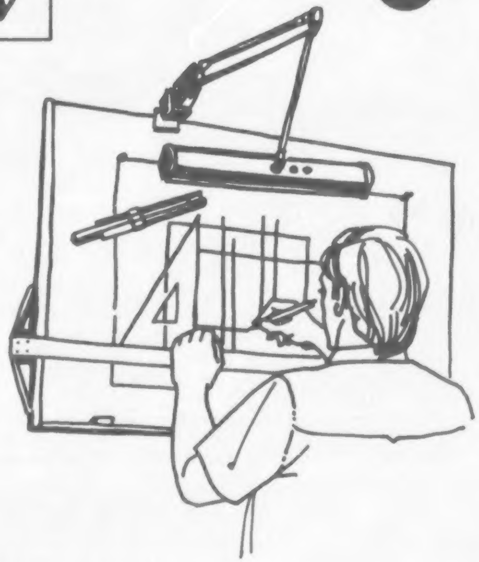
New Hampshire VIEW

Vital Information for Education and Work

DRAFTER

JOB DESCRIPTION:

Drafters prepare detailed plans and drawings based on rough sketches, specifications, and calculations made by scientists, engineers, architects, and designers. These plans and drawings are used in construction, manufacturing, and engineering. They also calculate the strength, quality, quantity, and cost of materials. They use drafting tools, technical handbooks, tables, and calculators.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1048	1591	**TOTAL**	543	**AVE. RATE**	4.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	18	1	Construction	8.1
CLARMONT	82	6	Manufacturing	63.5
CONCORD	90	6	Trans, Comm, Util	1.0
DOVER	111	7	Trade, Whol & Ret	.2
KEENE	93	6	Services-Other	25.0
LACONIA	85	5	Government	2.2
LITTLETON	16	1		
MANCHESTER	147	10		
NASHUA	257	21		
PORTSMOUTH	95	6		
PT. LAW-HAV	53	6		

WORK CONDITIONS:

Inside work, usually good working conditions

ADVANCEMENT OPPORTUNITIES:

Supervisor
Independent designer

SAMPLE PLACES OF WORK:

- Colleges and universities
- Construction industries
- Machinery manufacturers
- Petroleum industries
- Fabricated metals industries
- Electrical equipment industries
- Engineering and architectural firms
- Federal, state, and local government agencies

NATIONAL WAGE RANGE:

$9,8000 - $21,7000

RELATED OCCUPATIONS:

Auto Design Checker
Auto Design Detailer
Detailer, Furniture
Technical Illustrator
Drafting Specialties: Geological, Electromechanisms, Commercial, Plumbing, Cartographic, Marine, Topographical

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Draw the structural features of buildings.
- Prepare plans for drainage and irrigation systems.
- Draft engineering drawings of airplanes and missiles.
- Draft drawings of writing diagrams for use by construction crews and repairers.
- Draft layout drawings used in the manufacture, assembly, and repair of TV cameras and computers.
- Draft detailed construction drawings, maps, and other plans used to plan and construct highways.
- Examine drawings of auto parts for accuracy.
- Draw plans and details for reinforced steel, concrete, and wood structures.
- Draft detailed drawing plans for the manufactur of tools.
- Draw maps, diagrams, and profiles to show land formations and the location of oil deposits.
- Draw the structural and mechanical features of ships, docks, and other marine structures.
- Draft designs of aircraft engines and rocket control systems.

• HOURS OF WORK:

Generally drafters have a regular 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local engineering firm for on-the-job training
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Institute for Design/Drafting
3119 Price Road
Bartlesville, Oklahoma 74003

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Physical Science
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Precision Production Program
Graduation from a Voc/Tech College Drafting Program

• SPECIAL REQUIREMENTS:

SOC	1320	DOT	010-281-010	017-261-010
MATRIX	10080601		017-261-022	017-281-010
GOE	05.03.02		017-281-034	010-281-014
CIP	15.0203		018-261-010	014-281-010

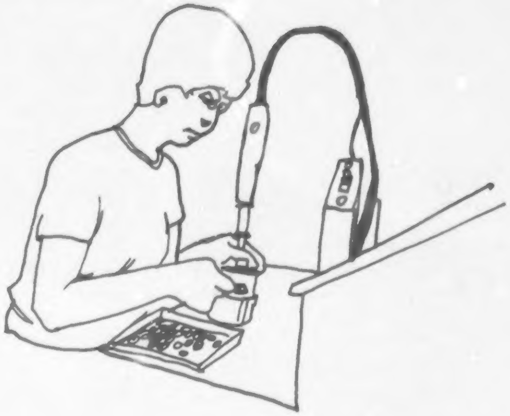
ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

New Hampshire VIEW
Vital Information for Education and Work

DRILL PRESS OPERATOR

JOB DESCRIPTION:

Sets up and operates an automatic horizontal multiple spindle drill press to drill holes. They also lift work-piece manually or with hoist, and clamps it in drilling jig or holding fixture.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	746	1145	**TOTAL**	399	**AVE. RATE**	4.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Manufacturing	100.0
CLARMONT	98	11		
CONCORD	61	6		
DOVER	126	12		
KEENE	74	8		
LACONIA	87	9		
LITTLETON	11	2		
MANCHESTER	81	7		
NASHUA	166	15		
PORTSMOUTH	23	2		
PT. LAW-HAV	17	2		

WORK CONDITIONS:

Mostly standing work
Some noise
Inside work
Attention to detail may be tiring

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories or plants that produce products
such as: ammunition, aircrafts, and
aircraft parts
Foundries
Iron and steel mills
Ore refineries
Machine shops
Farms

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

RELATED OCCUPATIONS:

Reamer, center hole
Driller
Driller and Broacher

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Moves lever to feed tools into workpiece, and engage automatic feed.
- Observes machine operation and verifies conformance of drilled workpiece to specifications.
- Changes worn cutting tools, using wrenches.
- Moves controls to adjust cutting speeds, feed rates, and depth of cut.

- **HOURS OF WORK:**

Work hours may vary. Plant or factory workers may work on shifts. Workers in the iron and steel industry and other industries that involve continuous processes may work nights and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Math
Machine Tool/Machine Shop
Mechanical drawing
Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Process Tech.

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Precision Production Program

Graduation from Voc/Tech College
Program in Machine Operation

- **SPECIAL REQUIREMENTS:**

SOC	7529	DOT	715-685-050	715-685-022	ARMY	AIR FORCE
MATRIX	61020201		715-687-110	715-684-062	NAVY	MARINES
GOE	06.02.02		700-684-026	606-280-014	COAST GUARD	
CIP	47.0408					

VIEW SCRIPT—70a

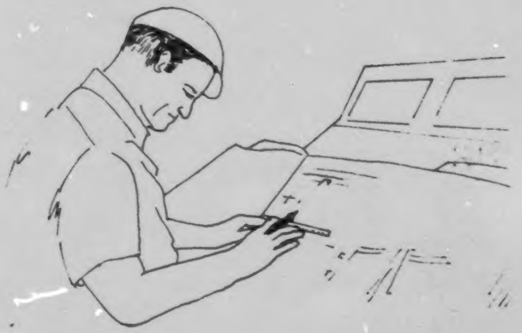
New Hamps[illegible]ire VIEW

Vital Information for Education and Work

ELECTRIC/ELECTRONIC ASSEMBLER

JOB DESCRIPTION:

These workers assemble electronic equipment such as computers, movie sound recorders, radar and sonar, machine-tool numerical control devices, and telemetering systems. They use electronic test equipment, hand tools and power tools to assemble the item according to blueprints, wiring diagrams, and manufacturing standards. They may be designated according to equipment assembled, i.e., prototype assembler, radio-transmitter assembler.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	6165	10,774	TOTAL	4609	AVE. RATE	6.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Manufacturing	100.0
CLARMONT	38	4		
CONCORD	765	67		
DOVER	688	55		
KEENE	177	16		
LACONIA	338	30		
LITTLETON	162	20		
MANCHESTER	1268	110		
NASHUA	2052	277		
PORTSMOUTH	293	48		
PT. LAW-HAV	376	62		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Companies that produce or process products such as: aircraft and aircraft parts, electrical equipment, electronics products, fabricated metals, instruments and appliances, machine tools and accessories, medical devices

NATIONAL WAGE RANGE:

$4.00-$9.00 per hour

WORK CONDITIONS:

Clean, pleasant working conditions
Many workers covered by union contracts
Repetitious work

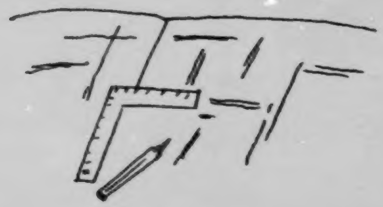
RELATED OCCUPATIONS:

Transformer Assembler
Spider Assembler
Skein Winder
Plug Wirer
Electric Motor Winder
Deicer Assembler, Electric
Electronic Sensing Equipment Assembler
Record Changer Assembler

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Install components and subassemblies in electronic equipment.
- Do repair work, experimental and developmental work, and model assembly work.
- Assemble end products by hand using small hand tools and soldering irons.



- **HOURS OF WORK:**

Work hour requirements may vary from job to job and from industry to industry. Many plant jobs require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industry for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Electrical Workers
1200 15th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Electronics
Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech.
Computer electronics
Industrial Arts—Visual Communications Tech.

- **EDUCATION/TRAINING NEEDED:**

Graudation from aporoved Sec/Voc
Machine & Repairers Program
Graduation from Voc/Tech College Program
in Industrial Electronics

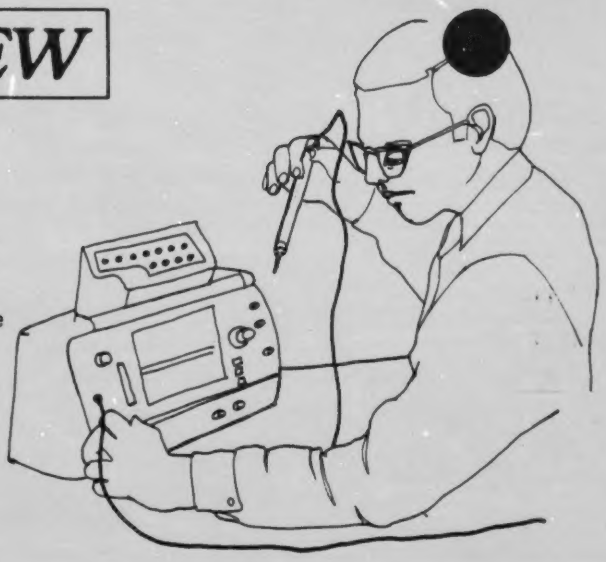
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	6869	DOT	721-381-014	721-484-010	ARMY	AIR FORCE
MATRIX	61080424		739-684-050	722-681-010	NAVY	MARINES
GOE	06.01.04		721-484-022	726-687-014	COAST GUARD	
CIP	47.0107		720-687-010	820-381-014		

New Hampshire VIEW

Vital Information for Education and Work



ELECTRICAL AND ELECTRONIC ENGINEERS

JOB DESCRIPTION:

Electrical engineers design, develop, test, and supervise the manufacture of electrical and electronic parts. Those who work with electronic equipment are called electronic engineers. Electrical equipment includes power generators and transmitters used in power plants and electric motors, lighting and wiring in buildings, cars, and planes. Electronic equipment includes radar, computers, TVs and stereo sets. Electrical engineers design and operate power plants. Some teach and do research.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1278	1950	TOTAL	672	AVE. RATE	4.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13		Construction	.8
CLARMONT	46	2	Manufacturing	83.4
CONCORD	107	6	Trans,Comm,Util	7.1
DOVER	90	4	Trade,Whol&Ret	1.0
KEENE	60	4	Services-Other	6.4
LACONIA	44	3	Government	1.3
LITTLETON	21	1		
MANCHESTER	261	11		
NASHUA	535	40		
PORTSMOUTH	63	5		
PT. LAW-HAV	38	5		

WORK CONDITIONS:

Varies, depending on type of employment

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Telephone and telegraph companies
Electric light and power companies
Government agencies
Colleges and universities
Construction firms
Engineering consulting firms
Companies that make electrical and electronic parts, business machines, aircraft, and scientific equipment

NATIONAL WAGE RANGE:

$15,947-$34,000

RELATED OCCUPATIONS:

Commercial Engineer
Protection Engineer
Supervisor, Microwave
Illuminating Engineer
Outside Plant Engineer
Power Distribution Engineer
Electrical Research Engineer
Electronics Research Engineer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Develop methods for testing electrical equipment.
- Design lighting systems for homes, plants, streets, tunnels, and outdoor displays.
- Conduct studies to get information needed to plan a switching system for a phone company.
- Devise plans for laying cable lines beneath the ocean.
- Design computers used in businesses and homes.
- Study maps that show feeder lines, relays, and other parts of a power system and decide what changes need to be made when the system is overloaded.
- Determine the costs of materials, equipment, and labor needed to build a power system.
- Direct the installation of radio and TV broadcasting equipment.

• HOURS OF WORK:

Varies, depending on type of employment.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B

See Appendix C

National Joint Apprenticeship and Training Committee
for the Electrical Industry
1730 Rhode Island Ave., N.W.
Washington, D.C. 20006

Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Institute of Electrical and Electronics Engineers
United States Activities Board
1111 19th Street, N.W., Suite 608
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Algebra, Geometry
Chemistry
Physics
Industrial Arts-Visual Communications Tech
Industrial Arts-Energy & Power Tech

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College
Program in Electronic Engineering Tech

Graudation from Engineering
College Program

• SPECIAL REQUIREMENTS:

SOC	1633	DOT	003-187-018	003-187-014	ARMY	AIR FORCE
MATRIX	10020801		003-167-054	003-167-058	NAVY	MARINES
GOE	05.01.08		003-061-030	003-361-026	COAST GUARD	
CIP	15.0302		003-061-038	003-061-046		

New Hampshire VIEW

Vital Information for Education and Work

ELECTRICAL AND ELECTRONIC TECHNICIAN

JOB DESCRIPTION:

People in these jobs work with engineers and scientists to design and build electrical and electronic equipment. They also install, repair, test, and operate such equipment. The types of equipment they work with range from radio, radar, sonar, and TV equipment to industrial and medical measuring and control devices.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2428	4588	**TOTAL**	2160	**AVE. RATE**	8.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11		Construction	.6
CLARMONT	30	2	Manufacturing	76.6
CONCORD	174	9	Trans,Comm,Util	2.1
DOVER	112	5	Trade,Whol&Ret	9.8
KEENE	86	6	Services-Other	6.2
LACONIA	64	4	Government	4.7
LITTLETON	26	1		
MANCHESTER	455	25		
NASHUA	1044	116		
PORTSMOUTH	221	26		
PT. LAW-HAV	206	31		

WORK CONDITIONS:

Inside work with few hazards
May sit or stand for long periods
Usually well lighted

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

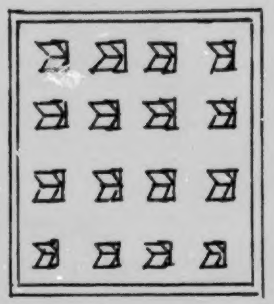
Communications firms
Government agencies
Military services
Private businesses of manufacturing firms
Companies that make electrical or electronic equipment

NATIONAL WAGE RANGE:

$11,000-$22,300

RELATED OCCUPATIONS:

Calibration Laboratory Technician
Instrumentation Technician
Electronic Sales and Service Technician
Semiconductor Development Technician



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Test electronic instruments in a lab and use math to reduce test results to usable form.
- Put together switch panels and transformers.
- Prepare design plans and models for new equipment.
- Inspect electronic units for faults and replace worn or damaged parts.
- Train and supervise workers who install, test, and repair meters.
- Test, repair, and adjust visual and sound equipment.
- Prepare technical reports, charts, and graphs that describe how new equipment works.

- **HOURS OF WORK:**

In most jobs, these workers have a standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local electrical workers association

Local guidance counselor
See Appendix A
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

Engineers Council for Professional Development
345 East 47th Street
New York, New York 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Physics
Drafting
Chemistry
Communication
Industrial Electronics
Computer Electronics
Industrial Arts—Energy and Power Tech.

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc College Program in Mechanics & Repairers
Graduation from Voc/Tech College Program in Electrical Engineering Technology
Graduation from Electronic Media College Program

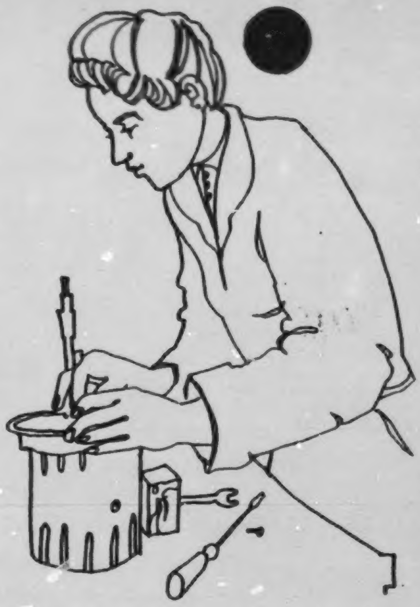
- **SPECIAL REQUIREMENTS:**

SOC	3711	**DOT**	828-251-010	019-281-010	**ARMY**	**AIR FORCE**
MATRIX	10080803		003-161-014	003-261-010	**NAVY**	**MARINES**
GOE	05.05.05		003-161-018	003-161-010	**COAST GUARD**	
CIP	47.0104					

VIEW SCRIPT—73a

New Hampshire VIEW

Vital Information for Education and Work



ELECTRIC MOTOR REPAIRER

JOB DESCRIPTION:

These workers install, repair, and service electrical motors. They follow blueprints or diagrams and use testing devices and handtools. They may test and repair vehicle generators, starters, and motors. They may recondition parts. They may service electrical equipment aboard a ship. These workers take machines apart, replace defective parts, and solder loose connections.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	57	100	TOTAL	43	AVE. RATE	6.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Manufacturing	18.9
CLARMONT	2		Services—Other	81.1
CONCORD	4			
DOVER	7			
KEENE	5			
LACONIA	3			
LITTLETON				
MANCHESTER	13	2		
NASHUA	12	2		
PORTSMOUTH	9	2		
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Electrical superintendents

SAMPLE PLACES OF WORK:

Chemical plants
Ship lines
Heat, light, and power companies
Electrical equipment manufacturers
Automobile service stations and repair shops
Self employment
Repair shops that specialize in repairing electric motors

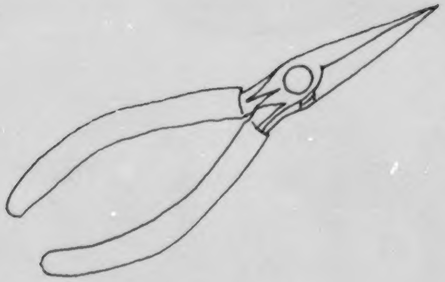
NATIONAL WAGE RANGE:

WORK CONDITIONS:

Usually work indoors
Frequently work with greasy and dirty parts
and in awkward positions

RELATED OCCUPATIONS:

Transformer Repairer
Electric Motor Analyst
Electric Motor Assembler and Tester
Coil Winder
Armature Winder, Repair



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Test, repair, and rebuild motors.
- Test, repair, and rebuild vehicle generators, starters and motors.
  - Clean motor parts in gasoline and examine them for defects.
  - Assemble and adjust repaired electric motors.
  - Measure the speed, horsepower, and power usage of motors.
  - Test coils for shorts and grounds.
- Clean, assemble, and test motors used on railway vehicles.
  - Scrape the inside of motor cases to remove grease and dirt.
  - Boil transformer cases in chemicals to remove grease.
  - Wind new coils on the armatures of used motors.

- **HOURS OF WORK:**

These people generally work a standard 40 hour week. Hours may vary depending on job.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industry for on-the-job training or apprenticeship program
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Electrical Workers
1125 15th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Apprenticeship Program
Graduation from an Approved Secondary Major Appliance Repair Program
Graduation from a Voc/Tech College Industrial Electronics Program

- **SPECIAL REQUIREMENTS:**

SOC	6152	DOT	721-281-018	721-381-010	ARMY	AIR FORCE
MATRIX	50083204		724-381-018	724-381-014	NAVY	MARINES
GOE	05.05.10		721-281-014	721-261-010	COAST GUARD	
CIP	47.0107		724-684-018			

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NewHampshire VIEW

Vital Information for Education and Work

ELECTRICIAN

JOB DESCRIPTION:

Electricians install and repair electrical wiring in buildings and ships. They follow blueprints and building plans and use handtools, power tools, and soldering irons. They connect wiring to light fixtures and power equipment. They install and test switches, relays, and circuit breakers. They may climb ladders to reach and repair equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1561	1983	TOTAL	422	AVE. RATE	2.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	97	3	Construction	51.3
CLARMONT	115	4	Manufacturing	34.7
CONCORD	129	7	Trans, Comm, Util	6.8
DOVER	115	5	Trade, Whol &Ret	.2
KEENE	157	7	Finance, Ins, Re	.1
LACONIA	105	4	Services-Other	3.6
LITTLETON	45	2	Government	3.3
MANCHESTER	291	12		
NASHUA	233	12		
PORTSMOUTH	235	11		
PT. LAW-HAV	40	2		

WORK CONDITIONS:

Some outside work
Some hazards involved
Work in awkward positions

ADVANCEMENT OPPORTUNITIES:

Supervisor
Superintendent
Contract estimator for contractor

SAMPLE PLACES OF WORK:

Electrical contractors
Airline companies
Light, heat, and power companies
Companies that manufacture premade buildings
Companies that install and repair electrical signs
Companies that build and repair ships and boats
Any industry that does its own electrical installation and repair work

NATIONAL WAGE RANGE:

$13.46 per hour (average)

RELATED OCCUPATIONS:

Electrical Repairer	Equipment Installer
Battery Maintainer	Electrician, Substation
Third Rail Installer	Voltage Tester
Relay Technician	Steam Service Inspector

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare sketches and show the location of wiring.
- Measure, cut, and install electrical conduits, using such tools as a hacksaw and pipe threader.
- Install fire or burglary alarm systems.
- Splice wires twisting or soldering the wires together. .
- Connect wiring to light fixtures and power equipment.
- Work as an apprentice while learning the electrician's job.
- Install, inspect, and service lighting systems used at airports.
- Service and repair neon signs.
- Stand in a tower truck bucket to reach and repair street lights.
- Replace blown fuses, bulbs, and other electrical equipment.
- Train new workers in electrical repair work.
- Install electrical equipment aboard a ship.

• HOURS OF WORK:

Electricians usually work a 40 hour week. They may work overtime or during nights and weekends to make emergency repairs.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Electrical Workers Union for Apprenticeship Program
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Independent Electrical Contractors, Inc.
1101 Connecticut Avenue, N.W., Suite 700
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Electrician
Algebra
Industrial Arts–Energy and Power Technology

• EDUCATION/TRAINING NEEDED:

Graduation from Approved Sec/Voc Construction Trades Program
Graduation from Voc/Sec College Program in Residential Electricity
Apprenticeship Program

• SPECIAL REQUIREMENTS:

License

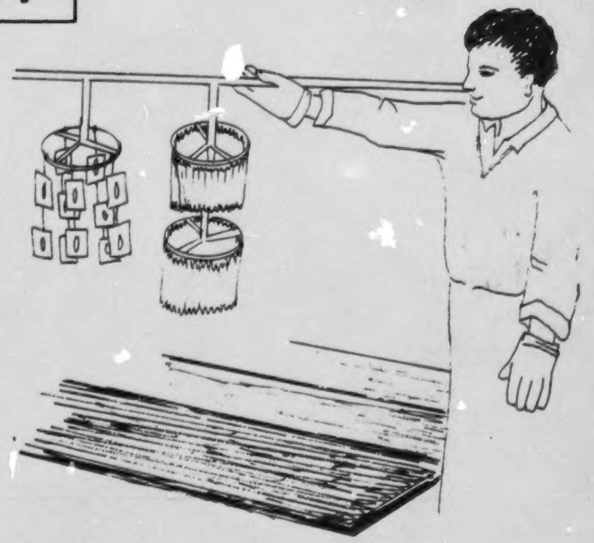
SOC	6432	DOT	825-281-014	825-281-010	ARMY	51R	AIR FORCE	54250
MATRIX	50021401		828-381-010	821-261-018	NAVY	EM	MARINES	1141
GOE	05.05.05		820-381-010	820-261-018	COAST GUARD	EM		
CIP	46.0302		825-381-038	821-381-014				

New Hampshire VIEW
Vital Information for Education and Work

ELECTROPLATER

JOB DESCRIPTION:

These people operate and tend machines that coat or cover objects with metal, plastic, or other materials, to build up, protect, or decorate their surfaces. These workers start, stop, and control machines by adjusting controls. Some fill machine units with coating materials and then dump or dip objects to coat or plate them. Some use electric current to bond coating materials. These workers watch gauges or feel, examine, or measure coatings to make sure they are the right thickness.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990	TOTAL	AVE. RATE
EMPLOYMENT:	240	373	133	5.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN				
CLARMONT	2		Manufacturing	100.0
CONCORD	20	1		
DOVER	26	2		
KEENE	15	1		
LACONIA	13	1		
LITTLETON	3			
MANCHESTER	64	4		
NASHUA	56	4		
PORTSMOUTH	3			
PT. LAW-HAV	39	3		

WORK CONDITIONS:

Requires much patience and concentration
May be noisy and dusty
The strong chemicals can be odorous and dangerous

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories
Dental laboratories
Companies that make phonograph records
Plants that manufacture mirrors
Plating or coating companies
Jewelry manufacturers

NATIONAL WAGE RANGE:

$5.26 - $10.24

RELATED OCCUPATIONS:

Matrix Plater
Cylinder Grinder
Plater Apprentice
Matrix Bath Attendant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate equipment to coat objects with metal to build up their surfaces.
- Place metal objects in the barrel of a plating machine.
- Turn a handle to lower metal objects into a plating solution.
- Rinse plated objects and dry them in a tumbler filled with sawdust.
- Tend equipment that carries metal objects through a series of solutions to clean and decorate them.
- Add measured amounts of water and other materials to a plating solution.
- Watch gauges and turn steam valves to keep a rinsing bath at the right temperature.
- Plate phonograph records with metal.
- Turn valves to fill a machine tank with a zinc solution used to coat wires.
- Adjust controls to regulate the flow of current in plating machines.
- Dip objects in a dye bath to color them.
- Use a micrometer to measure the thickness of coatings on wires.
- Tend equipment used to coat nuts and bolts with metal to protect them.
- Load tin solder into equipment used to coat springs for relays and switches.

• HOURS OF WORK:

(No Information)

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on the job training
Your local guidance counselor

WHERE TO GET FURTHER INFORMATION:

313

American Electroplaters' Society
1201 Louisiana Avenue
Winter Park, Florida 32789

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Communications Tech
Machine Tool/Machine Shop

• EDUCATION/TRAINING NEEDED:

On the job training

• SPECIAL REQUIREMENTS:

314

SOC	7543	DOT	500-362-010	719-684-014	ARMY	AIR FORCE
MATRIX	612021201		500-380-010	500-380-014	NAVY	MARINES
GOE	06.02.21		500-365-010	500-381-010	COAST GUARD	
CIP	48.0503		500-384-014	500-384-010		

New Hampshire VIEW
Vital Information for Education and Work

EMPLOYMENT INTERVIEWER

JOB DESCRIPTION:

Helps job seekers evaluate their abilities and interests so that they choose, prepare for, and adjust to a satisfactory field of work. They interview job seekers to learn their background, limitations, and abilities and then discuss the occupational requirements and job opportunities in different fields within the potential of the job seeker. They also learn from the job seeker employment-related facts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	357	559	**TOTAL**	202	**AVE. RATE**	5.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Services-Other	27.4
CLARMONT	7		Government	72.6
CONCORD	127	11		
DOVER	3			
KEENE	6			
LACONIA	38	3		
LITTLETON	5			
MANCHESTER	114	11		
NASHUA	25	2		
PORTSMOUTH	22	2		
PT. LAW-HAV	4			

WORK CONDITIONS:

Inside work
Much sitting
Meet variety of people

ADVANCEMENT OPPORTUNITIES:

Opportunity to manage personnel program
Personnel director
Director of labor relations

SAMPLE PLACES OF WORK:

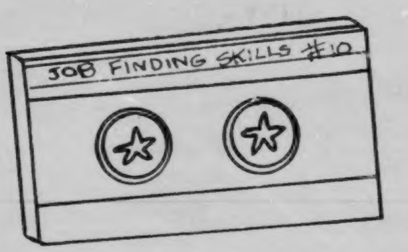
Manufacturing firms
Government agencies
Banks
Insurance companies
Airlines
Department stores
Private employment agencies

NATIONAL WAGE RANGE:

$14,800 - $21,900

RELATED OCCUPATIONS:

Personnel Clerk
Job Analyst
Labor Relations Specialists



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Develop manuals, reporting forms, training films, and slides to be used in job studies.
  - Review job applicant's work history, education and training, job skills, and other information to decide if they should be hired.
  - Interview new workers to determine what type of work is best suited for them.
  - Get additional data by arranging for aptitude, achievement and interest tests.
  - Interview job seekers to learn employment-related facts.

- **HOURS OF WORK:**

Most of these workers have a standard 40-hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local firms, industries, or agencies for on-the-job training
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society for Personnel Administration
30 Park Drive
Berea, Ohio 44017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Math
Speech
Psychology
Sociology

- **EDUCATION/TRAINING NEEDED:**

Graduation from College Program in Business
On the job Training

- **SPECIAL REQUIREMENTS:**

SOC	1430	DOT	166-267-010	ARMY	75B	AIR FORCE	73250
MATRIX	10242803			NAVY	YN-2526	MARINES	0121
GOE	11.03.04			COAST GUARD	YN		
CIP	07.0503						

New Hampshire VIEW
Vital Information for Education and Work

ENGINEERING EQUIPMENT MECHANIC

JOB DESCRIPTION:

These workers repair and service large machines such as bulldozers, graders, and power shovels. Some repair railed vehicles or sea vessels. They operate and inspect machines to find out what is wrong with them. They take machinery apart and use meters and gauges to examine parts for damage and wear. They use mechanics' handtools, jacks, and cranes or hoists to remove vehicle parts. They may weld, straighten, bolt, and refit structural metal assemblies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990	TOTAL	AVE. RATE
EMPLOYMENT:	336	455	119	3.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Construction	19.5
CLARMONT	10		Manufacturing	.6
CONCORD	76	6	Trans, Comm, Util	.6
DOVER	14	1	Trade, Whol & Ret	60.2
KEENE	19	2	Government	19.2
LACONIA	24	2		
LITTLETON	10			
MANCHESTER	70	6		
NASHUA	39	3		
PORTSMOUTH	60	3		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Shop supervisor
Shop manager

SAMPLE PLACES OF WORK:

Automobile dealerships and repair shops
Construction companies
Logging companies
Mining and quarrying companies
Railroad company repair shops
Any business that uses heavy equipment

NATIONAL WAGE RANGE:

$6 - $11 per hour

WORK CONDITIONS:

Indoor or outdoor, sometimes in severe weather

RELATED OCCUPATIONS:

Industrial Truck Mechanic
Construction Equipment Mechanic
Endless Track Vehicle Mechanic
Maintenance Mechanic

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Repair, rebuild, and service engineering equipment.
- Use mechanics' handtools, jacks, and cranes to remove vehicle parts.
- Examine parts for damage and wear, using meters and gauges.
- Replace assemblies, such as transmissions.
- Test air-control valves, air pipes, and airhoses for leaks.
- Remove and inspect wheels, brake assemblies, and roof sections.
- Check bearings, gaskets, and seals for defects.
- Repair and replace steel sections, using a welding torch, power wrench, and plumbing tools.
- Replace window glass.
- Dip parts in solvent to clean them.
- Weld broken parts.
- Work below the surface of water in a diving suit to inspect and repair ships.

• HOURS OF WORK:

Some work night and weekend shifts, otherwise, normal hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local offices of the State Employment Service

National Farm/Power Equipment Dealers Association
10877 Watson Road
St. Louis, Missouri 63127

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy and Power Tech
Automotive Mechanics
Diesel Mechanics

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from a Voc/Tech College Internal Combustion Engine Program

• SPECIAL REQUIREMENTS:

SOC	6117	DOT	620-281-050	620-261-022	ARMY	63C	AIR FORCE	47251
MATRIX	50081803		620-381-014	620-281-042	NAVY	EN	MARINES	1341
GOE	05.05.09		620-281-046	620-281-058	COAST GUARD	MK		
CIP	47.0302							

New Hampshire VIEW

Vital Information for Education and Work

ENGINEERS, OTHER

JOB DESCRIPTION:

These ENGINEERS do research to develop and test new theories and facts, and design new types of products. They may specialize in medicine, optics, explosives, photography, or another field. Some design artificial (fake) body organs or develop new optical systems. Some develop and test explosives. Some prepare instructions for the installation of new equipment. They use math and complex instruments and equipment to design, build, and test products. They also propare charts, graphs, diagrams, and technical reports. Some teach and/or do consulting.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	883	1639	TOTAL	756	AVE. RATE	7.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9		Construction	5.3
CLARMONT	14	1	Manufacturing	87.0
CONCORD	45	3	Trans, Comm, Util	.1
DOVER	71	4	Services-Other	3.1
KEENE	33	3	Government	4.5
LACONIA	27	2		
LITTLETON	5			
MANCHESTER	117	8		
NASHUA	366	49		
PORTSMOUTH	121	12		
PT. LAW-HAV	75	13		

WORK CONDITIONS: Varies depending on type of employment.

ADVANCEMENT OPPORTUNITIES:

Opportunity to move to managerial, adminstrative and sales positions
Other areas of interest include business administration and law

SAMPLE PLACES OF WORK:

Federal and State Government
Colleges and universities
Hospitals
Military services
Light, heat, and power companies

NATIONAL WAGE RANGE:

$15,947 - $34,000

RELATED OCCUPATIONS:

Photographic Engineer
Pollution Control Engineer
Packaging Engineer
Logistics Engineer
Project Engineer
Biomedical Engineer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Conduct research to design life-support equipment.
- Plan and conduct studies of the engineering aspects of human systems.
- Use computers to solve problems.
- Design and develop devices such as heart pacemakers.
- Determine the specifications for systems.
- Design instruments used to test optical systems.
- Design, test, and help develop explosive material.
- Prepare design drawings.
- Test shells, and warheads, under simulated military conditions.
- Write reports.
- Study the engineering design of products such as aircraft and naval vessels.
- Review engineering plans and propose ways to improve products so that they will be easier to maintain.
- Design and build photographic equipment for use in science or industry.
- Conduct studies of pollution problems and controls.

• HOURS OF WORK:

Usually 40 hr week may require evenings and weekends

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Engineering Manpower Comm. of American Association of Engineering Societies
345 E. 47th Street
New York, NY 10017

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Physics
Chemistry
Social Science
Physical Science
Trigonometry
Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

Graduation from an Engineering College Program

• SPECIAL REQUIREMENTS:

SOC	1639	DOT	019061022
MATRIX	10022099		
GOE	05.01.08		
CIP	15.0603		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

ENGINEERING TECHNICIANS, OTHER

JOB DESCRIPTION:

These people assist engineers in lab and production work. They do such things as set up and operate testing equipment, build experimental products, and prepare drawings of machinery and equipment. They record meter readings, and prepare graphs and charts. They may prepare equipment specifications and interpret engineering plans for other workers. They may operate electronic sound devices.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	778	1229	TOTAL	451	AVE. RATE	5.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	19	2	Construction	1.9
CLARMONT	28	10	Manufacturing	51.2
CONCORD	149	3	Trans, Comm, Util	5.8
DOVER	62	4	Services-Other	5.1
KEENE	59	6	Government	36.0
LACONIA	61			
LITTLETON	15	6		
MANCHESTER	105	22		
NASHUA	174	5		
PORTSMOUTH	73	3		
PT. LAW-HAV	24			

ADVANCEMENT OPPORTUNITIES:

Supervisory Position

SAMPLE PLACES OF WORK:

Aircraft manufacturers
Research laboritories
Oil companies
Iron and steel industries
Movie, radio, and TV studios
Theaters

NATIONAL WAGE RANGE:

$9,800 - 20,100

WORK CONDITIONS:

Both inside and outside work, depending on type of employment.

RELATED OCCUPATIONS:

Metallurgical Technician
Scientific Glass Blower
Chemical-Engineering Technician
Tester
Die Designer
Laboratory Technician

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate equipment to test metal aircraft parts for faults in their design and construction.
- Organize information for engineering reports.
- Build and repair experimental products.
- Prepare charts, and perform tests to help a chemical engineer develop products.
- Test fluids taken from oil well sites to see how much oil the well might produce.
- Conduct experiments to help an engineer develop new welding equipment and
- Measure the strength, hardness, and other properties of metal samples, using special testing machines.
- Prepare detailed drawings of farm machinery.
- Interpret engineering plans for production workers.
- Operate equipment to control the loudness of voices and music during stage performances.
- Record music, voices, or sound effects during radio or TV shows.
- Operate an electronic device to record shock waves from explosions.
- Edit music, dialogue, and sound effects used in movie films.

• HOURS OF WORK:

Usually 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local corporation for on-the-job training or apprenticeship program
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Engineers Council for Professional Development
345 East 47th Street
New York, NY 10017

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Visual Communications Tech
Physics
Science

• EDUCATION/TRAINING NEEDED:

On the job training
Apprenticeship Training
Graduation from a Voc/Tech College Engineering Technology Program

• SPECIAL REQUIREMENTS:

SOC	3719	**DOT**	019-381-010	019-161-014	**ARMY**	**AIR FORCE**
MATRIX	10081896		011-261-010	008-261-010	**NAVY**	**MARINES**
GOE	02.04.01		011-261-014	002-281-010	**COAST GUARD**	
CIP	15.0803		011-361-010			

New Hampshire VIEW

Vital Information for Education and Work

ENVELOPE MACHINE OPERATOR

JOB DESCRIPTION:

These workers set up and operate machines that cut, crease, fold, glue, or staple paper to make products such as envelopes and business forms. They install gears, and other parts and adjust the machines for specific jobs. They perform trial runs to detect problems and may take the machines apart to repair or replace broken or worn parts. They then load them with paper, glue, and other necessary materials. They set the machine control, start the machines, and watch them operate. They also check the finished products for defects.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	293	329	**TOTAL**	36	**AVE. RATE**	1.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	26	1	Manufacturing	100.0
CLARMONT	29	1		
CONCORD	3			
DOVER	9			
KEENE	8			
LACONIA				
LITTLETON				
MANCHESTER				
NASHUA	191	8		
PORTSMOUTH	13			
PT. LAW-HAV	14			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Paper products firms
Printing and publishing firms
Companies that make shotgun shell casings
Industrial plants that make their own packaging materials

NATIONAL WAGE RANGE:

$5.26 - $10.24 per hour

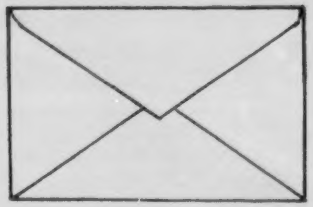
WORK CONDITIONS:

Inside work
May require long periods of sitting or standing

RELATED OCCUPATIONS:

Envelope-folding-machine adjuster

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Set and operate one or more machines to: make envelopes from rolls of paper, glue together paper sheets used as business forms, and cut rolls of paperboard into carton blanks.
- Select and install the specified die on the press bed of a machine.
- Install gears, plungers, and rollers in the machine.
- Turn setscrews to adjust machine feeding, folding, gumming, and sealing units.
- Mount a roll of paperboard on the machine feed spindle, using a hoist.
- Thread paperboard through the machine feed, tension, and rollers.
- Fill machine glue containers and load the automatic stapler.
- Set the speed of machine units.
- Operate a machine for a trial run and measure the first product.
- Take machines apart to repair or replace broken or worn parts.

- **HOURS OF WORK:**

40 hours per week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
Local guidance counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an approved Sec/Voc Precision Production Program
Graduation from a Voc/Tech College Machine Operation Program

- **SPECIAL REQUIREMENTS:**

SOC	7474	**DOT**	649-685-042	**ARMY**	**AIR FORCE**
MATRIX	61087045		641-680-010	**NAVY**	**MARINES**
GOE	06.04.04			**COAST GUARD**	
CIP	No Information				

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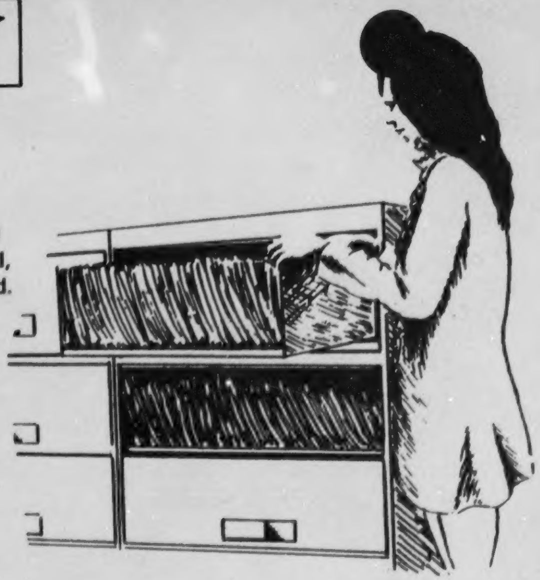
New Hampshire VIEW

Vital Information for Education and Work

FILE CLERK

JOB DESCRIPTION:

File Clerks keep office records accurate, up-to-date, and properly placed. They classify, store, update, and find office materials on request. They examine new materials and store them for future use according to a system. When these records are requested, they locate them for the borrower. They also keep records of materials removed from the files and make sure they are returned. In small offices, they often do other things, such as type, sort mail, or run office machines.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2235	3313	**TOTAL**	1078	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	64	5	Construction	.8
CLARMONT	112	11	Manufacturing	30.0
CONCORD	271	24	Trans.	.8
DOVER	174	15	Trade	17.1
KEENE	226	21	Finance	26.0
LACONIA	133	11	Services-Other	12.9
LITTLETON	42	4	Government	12.4
MANCHESTER	608	55		
NASHUA	329	38		
PORTSMOUTH	220	22		
PT. LAW-HAV	57	8		

ADVANCEMENT OPPORTUNITIES:

Administrative asst.
Office manager
Clerical supervisor

SAMPLE PLACES OF WORK:

Any large office or business that keeps files or records, but especially!
Banks and finance companies

NATIONAL WAGE RANGE:

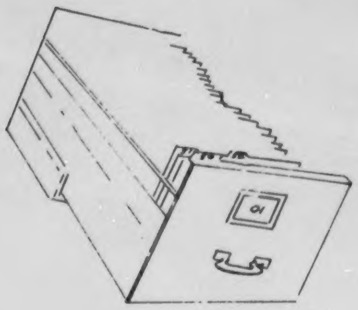
$3.64 - $7.05 per hour

WORK CONDITIONS:

Inside work
Some stooping and bending
May do considerable amount of standing

RELATED OCCUPATIONS:

Credit Clerk, Blood Bank
Sample-Display Preparer
Checker, Baker Products
Repair-Order Clerk
Industrial-Order Clerk



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- File letters, cards, invoices, and other records by letters of the alphabet.
- Read incoming material and sort it according to a filing system.
- Search for information contained in files.
- Remove material from files when requested.
- Trace missing file folders.
- Type file folder labels.
- Mark or stamp codes on material.
- Classify fingerprints and record and file information about them.
- Clip out articles and pictures in newspapers and file them for future use.
- Keep files of yarns for stock reference.
- Store bank records and see that outdated records are destroyed.

- **HOURS OF WORK:**
- Most file clerks have standard 35-40 hour work week.
- Many of these jobs offer opportunities for part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business offices for on-the-job training.
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

United Business Schools Association
1730 M. Street, N. W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Typing, General Office

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc Business Office Program
Graduation from a Voc/Tec College Administrator, Secretarial Management Program

- **SPECIAL REQUIREMENTS:**

SOC 4696
MATRIX 40062601
GOE 07.07.01
CIP 07.0705
DOT 206-362-010

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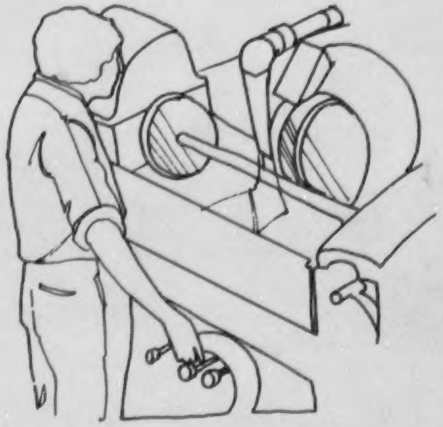
New Hampshire VIEW
Vital Information for Education and Work

FILERS, GRINDERS, ETC.

JOB DESCRIPTION:

These workers operate or tend machines that grind, scrape, buff, or polish metal, glass, or jewels. Machines may be used to grind parts to size, sharpen tools or cutlery, or polish and finish products. Workers install machine attachments, set and adjust controls, and load or hold workpieces in the machine for processing. They also may heat metal pieces before they are machined. They watch indicators or gauges as pieces are worked and adjust controls. They also clean and oil the machinery and may keep work records.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990			
EMPLOYMENT:	871	1334	TOTAL 463	AVE. RATE 4.8	

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	49	6	Manufacturing	97.7
CLARMONT	91	6	Serv-Other	2.3
CONCORD	42	4		
DOVER	48	4		
KEENE	89	9		
LACONIA	104	10		
LITTLETON	1			
MANCHESTER	57	6		
NASHUA	296	30		
PORTSMOUTH	63	7		
PT. LAW-HAV	31	4		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Production and maintenance dept's in factories & plants
Toolrooms and machine shops
Mining & quarrying companies
Ore refineries
Factories & plants that produce products such as: buttons, glass products, machinery, cutlery and tools

NATIONAL WAGE RANGE:

$5.26 - $10.24 per hour

WORK CONDITIONS:

Inside work
Some hazards
Heavy lifting

RELATED OCCUPATIONS:

Screwhead Polisher
Polisher, Sand
Buffing-machine Operator, Silverware
Mirror-finishing-machine operator

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Clean workpieces before they are polished or grinded.
- Mount machine attachments by hand or using a hoist.
- Clamp workpieces in a holding device.
- Start machinery.
- Watch lights, dials, and gauges to adjust machine operations.
- Brush abrasive paste onto grinding rods.
- Adjust controls to regulate the feed rate and depth of cut.
- Hold workpieces against a grinding wheel to sharpen cutting edges.
- Heat tools and dip them in brine, oil, or water to harden them.
- Watch parts as they are polished to detect signs of overheating.
- Examine workspieces for rought spots, pinholes, and scratches.
- Remove workpieces when the machine stops and measure them using a gauge.
- Clean and oil machinery.
- Use handtools to change worn grinding wheels.
- Keep records of machinery breakdowns and repairs.
- Keep production records.

- **HOURS OF WORK:**

(No Information)

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local factories and plants for on-the-job training
Local guidance counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.D. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials and Process Tech
Industrial Arts—Visual Communications Tech

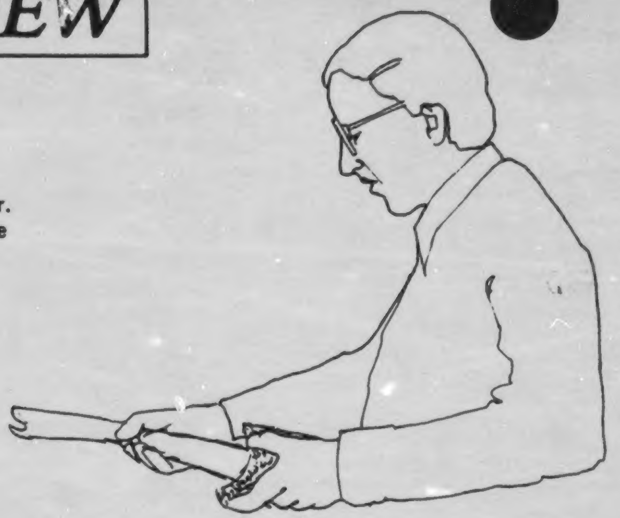
- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc Machine Shop Program
Graduation from a Voc/Tech College Machine Operator Program
Apprenticeship Programs

- **SPECIAL REQUIREMENTS:**

SOC	7522	DOT	705-384-010	603-682-010	ARMY	AIR FORCE
MATRIX	61082401		715-381-090	603-682-022	NAVY	MARINES
GOE	06.02.24		705-684-070	603-850-014	COAST GUARD	
CIP	48.0503					

New Hampshire **VIEW**
Vital Information for Education and Work



FINISHER, HAND

JOB DESCRIPTION:

These workers trim and smooth molded, laminated, or machined plastics products using hand tools and sandpaper. They examine products for defects, and patch, scrape, cut, file, or sand them to remove the blemishes or excessive material. They also wash the products to remove dirt, grease, and stains.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	421	541	TOTAL	150	AVE. RATE	3.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15		Manufacturing	100.0
CLARMONT	1			
CONCORD	8			
DOVER	166	10		
KEENE	11			
LACONIA	5			
LITTLETON	83	6		
MANCHESTER	58	4		
NASHUA	68	4		
PORTSMOUTH	6			
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Construction companies
Companies that make: boots and shoes, canvas goods, furniture, hats and caps, plastic goods, etc.

NATIONAL WAGE RANGE:

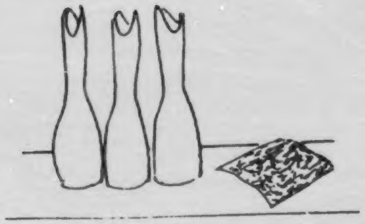
$8.14 per hour (average)

WORK CONDITIONS:

Inside work, some hazards
Much standing
Work may be tiring

RELATED OCCUPATIONS:

Driller, Hand
Assembler
Plastics fabricator



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Examine product for scratches, cracks, and other blemishes.
- Patch product with plastic fabrics.
- Scrape, cut, file, or sand product to remove excessive material.
- Wash product in solution to remove dirt, grease, and stains.

- **HOURS OF WORK:**

40 hours per week, may require shift work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industry for on-the-job training or apprenticeship
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

1. Local office of the State Employment Office
2. Local of the Laborers Inter. Union of North America
3. Laborers' Inter. Union of North America
   905 16th Street
   Washington, D.C. 20006

345

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials and Process Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Apprenticeship Training

- **SPECIAL REQUIREMENTS:**

346

SOC	7753	DOT	754-684-030
MATRIX	61088818		
GOE	06.04.24		
CIP	48.0601		

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New Hampshire VIEW
Vital Information for Education and Work

FIRE FIGHTER

JOB DESCRIPTION:

Firefighters work as members of a team to control and put out fires and to protect lives and property from this hazard. They use firefighting equipment such as hoses and ladders as well as chemicals, axes, crowbars, and many other tools and materials to fight fires. They may operate emergency vehicles or parachute from planes. They clean and service their equipment, take part in fire drills and training programs, and inspect areas for fire hazards. They also give first aid to the injured.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979	1990	TOTAL	AVE. RATE
	2225	3260	1035	4.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	118	8	Government	100.0
CLARMONT	157	12		
CONCORD	214	15		
DOVER	310	22		
KEENE	129	10		
LACONIA	215	15		
LITTLETON	92	7		
MANCHESTER	419	30		
NASHUA	242	17		
PORTSMOUTH	258	17		
PT. LAW-HAV	70	5		

ADVANCEMENT OPPORTUNITIES:

Lieutenant
Captain
Battalion Chief, assistant chief
Deputy chief, chief

SAMPLE PLACES OF WORK:

City and county fire departments
Fire departments on federal property
Forestry industries
Large manufacturing plants
Airports
Federal and state agencies and industries concerned with the preservation of our natural resources

NATIONAL WAGE RANGE:

$13,100 - $20,500

WORK CONDITIONS:

Confined to headquarters for long periods
Possible risk of life
Exposed to fire, smoke, and heights

RELATED OCCUPATIONS:

Smoke Jumper
Forest Fire Fighter
Fire Chief's Aide
Crash, Fire, and Rescue Fire Fighter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Direct a stream of water or chemicals into a fire.
- Climb a ladder to fight a fire in the upper level of a building or to help people escape.
- Use an axe, chisel, crowbar, electric saw, or other power equipment to make openings in buildings.
- Give first aid to injured persons.
- Use a portable two-way radio to talk with other workers during a fire.
- Clean buildings, equipment, and grounds.
- Inspect the scene of a fire to see what help is needed.
- Compile records and type reports.
- Help remove trapped or injured passengers from the wreckage of a plane.
- Take part in a fire drill.
- Take courses that teach different firefighting techniques.
- Parachute from an airplane into a forest.
- Use a compass and map to locate forest areas.
- Collect equipment and supplies dropped from airplanes.
- Fell trees, dig ditches, and cut and clear brush.
- Shovel dirt onto fires.
- Walk or drive through a burned area to look for hot spots that might restart a fire.

• HOURS OF WORK:

Hours vary depending on local policy. Some are on duty for 24 hours, off for 48 hours and receive an extra day at intervals. Some work a day shift, then a night shift and then have days off. Some work a standard 40-hour week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local fire department and forestry service office for on-the-job training
Local guidance counselor
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Association of Fire Chiefs
1329 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Social Science
Physical Science
Chemistry

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from a Voc/Tech College Fire Protection Program

• SPECIAL REQUIREMENTS:

Written test

SOC	5123	**DOT**	373-364-010	452-364-014	**ARMY**	51M	**AIR FORCE**	57150
MATRIX	70100401		373-363-010	373-663-010	**NAVY**	------	**MARINES**	8811
GOE	04.02.04		452-687-014		**COAST GUARD**	DC		
CIP	43.0203							

New Hamps[illegible]re VIEW
Vital Information for Education and Work

FIRE FIGHTING SUPERVISOR

JOB DESCRIPTION:

People in these jobs inspect buildings and forest areas to detect fire hazards and recommend ways to prevent fires. They prepare reports of their inspections and may testify in court about their findings. They also investigate the causes of fires, enforce fire laws, and test firefighting eqiupment. They may arrest and detain people suspected of starting fires. Sometimes, they talk to school groups to warn children of the dangers of fire. They also may give first aid in emergencies and help fight fires.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	154	227	**TOTAL**	73	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	8		Government	100.0
CLARMONT	11			
CONCORD	15	1		
DOVER	22	2		
KEENE	9			
LACONIA	15	1		
LITTLETON	6			
MANCHESTER	29	2		
NASHUA	17	1		
PORTSMOUTH	16	1		
PT. LAW-HAV	5			

ADVANCEMENT OPPORTUNITIES:

Fire captain
Fire investigation chief, assistant chief
Chief fire marshal

SAMPLE PLACES OF WORK:

Federal, state, and local government agencies
Manufacturing firms
Insurance companies
Logging companies

NATIONAL WAGE RANGE:

$16,000 - $20,500

WORK CONDITIONS:

Confined to headquarters for long periods
Exposed to fire and smoke
Possible risk of life

RELATED OCCUPATIONS:

Fire Captain
Battalion Chief
Fire Marshal
Fire Investigation Lieutenant
Captain, Fire Prevention Bureau

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Recommend safe methods of storing materials which easily catch fire.
- Inform building owners of unsafe conditions, such as faulty wiring.
- Issue summons for fire hazards not corrected.
- Keep files of inspection records.
- Investigate the causes of fires or explosions.
- Interview witnesses to get the facts about fires.
- Arrest people suspected of starting fires.
- Testify in court about information obtained during a fire investigation.
- Examine fire sites and collect evidence.
- Instruct school children in the dangers of fires.
- Patrol an industrial plant to look for fire hazards.
- Take temperature and pressure readings from instruments.
- Inspect and test firefighting equipment and sprinkler systems.
- Enforce governmental fire regulations in forest and logging areas.
- Receive and relay emergency calls, using a two-way radio.
- Put out small fires in a forest.

• HOURS OF WORK:

Hours vary depending on the needs of the fire department.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local fire department for training opportunities
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Fire Chiefs
1329 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Social Science
Physical Science
Chemistry

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from a Voc/Tech College Fire Protection Program

• SPECIAL REQUIREMENTS:

Written examination

SOC	5122	DOT	373-134-010	373-267-018	ARMY	51M	AIR FORCE	57150
MATRIX	70100403		373-167-010	373-167-014	NAVY	-------	MARINES	8811
GOE	04.01.01		373-167-018		COAST GUARD	DC		
CIP	43.0203							

VIEW SCRIPT—86a

NewHampshire VIEW

Vital Information for Education and Work

FISH AND GAME WARDEN

JOB DESCRIPTION:

These workers patrol an assigned area to prevent game law violations. Their job includes investigating game law violations, issuing citations, serving warrants, making arrests, and preparing evidence. They also report information on conditions of fish and wildlife in their habitat, availability of game and food, and suspected pollution of waterways. They may also address schools and civic groups to provide information and promote hunter safety and public relations.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	59	87	TOTAL	28	AVE. RATE	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Government	100.0
CLARMONT	1			
CONCORD	34	4		
DOVER	1			
KEENE	1			
LACONIA	10	1		
LITTLETON	1			
MANCHESTER	5			
NASHUA	1			
PORTSMOUTH	3			
PT. LAW-HAV				

WORK CONDITIONS:

Outdoor work
Some risks
Work in most weather conditions
May work with people in unpleasant circumstances

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

City ponds
County Sheriffs' departments
Humane societies and animal protection agencies
Federal and state agencies concerned with wildlife management and preservation

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Wildlife Control Agent
Park Ranger

VIEW SCRIPT—86b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Investigate fish and game law violations.
- Issue a citation for a violation.
- Make an arrest for a game law violation.
- Check fishermen or hunters for the appropriate license.
- Observe persons engaged in taking fish and game to insure methods and equipment are used lawfully.
- Investigate a hunting accident.
- Seize equipment used in fish and game violations.
- Report information on conditions of fish and wildlife.
- Address schools and civic groups to provide information and promote hunter safety.

• HOURS OF WORK:

These people usually work 40 hours a week. Some work on weekends, on holidays and at night. May work overtime in emergencies.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local state Department of Natural Resources
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Fish and Wildlife Service
U.S. Department of the Interior
Washington, D.C. 20240

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Zoology
Botany
Agricultural Production
Renewable Natural Resources

• EDUCATION/TRAINING NEEDED:

Graduation from a College Forestry Program

• SPECIAL REQUIREMENTS:

SOC	5134	DOT	379-167-010
MATRIX	70100606		379-267-010
GOE	04.01.02		
CIP	03.0601		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hamps[illegible]re VIEW

Vital Information for Education and Work

GARDENERS AND GROUNDSKEEPERS

JOB DESCRIPTION:

These people take care of lawns, trees, shrubs, flower gardens, and grounds in such places as parks, greenhouses, golf courses, cemeteries, or estates. They may also care for buildings and equipment in these places. Depending upon the specific job, their work duties may range from planting trees, flowers, and shrubs to mowing grass and digging ditches. They may also shovel snow, pick up litter, and repair fences and walks.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1176	1655	TOTAL	479	AVE. RATE	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	78	9	Construction	32.0
CLARMONT	113	11	Finance, Ins, Re.	11.8
CONCORD	103	12	Services-Other	26.9
DOVER	137	15	Government	29.3
KEENE	74	8		
LACONIA	205	22		
LITTLETON	74	9		
MANCHESTER	150	17		
NASHUA	104	12		
PORTSMOUTH	92	11		
PT. LAW-HAV	46	5		

WORK CONDITIONS:

Outside work
Possible hazards are sunburn and frost bite
Mosquitos
Much physical work

ADVANCEMENT OPPORTUNITIES:

Limited but may advance to supervisory position

SAMPLE PLACES OF WORK:

Apartment complexes
Real estate companies
City or town museums
Botanical gardens
Large businesses
Cemeteries
Private estates
Motion picture studios
Amusement parks
Golf courses

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Landscape Laborer
Greenskeeper
Landscape Gardener
Lawn Service Worker
Cemetery Worker

VIEW SCRIPT—87b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Plant and tend trees, shrubs, and flowers in special display areas.
- Seed and mow lawns, rake leaves, and keep grounds free of litter.
- Cut turf on golf course greens with a hand, power, or riding mower.
- Dig graves, using a pick, shovel, and hoe.
- Shovel snow from walks and driveways.
- Keep park areas, trails, walks, and paths in good condition.
- Trim hedges, walkway edges, using handtools or hand-held power tools.
- Repair fences, gates, walls, and walks.

- **HOURS OF WORK:**

Most of these jobs involve a standard 35-40 hour week. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Nurserymen's Association or local parks/recreation clubs for on-the-job training
Local guidance counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

National Landscape Nurserymen's Association
230 Southern Building
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Horticulture
Renewable Natural Resources

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an approved Sec/Voc Agriculture or Renewable Natural Resource Program

- **SPECIAL REQUIREMENTS:**

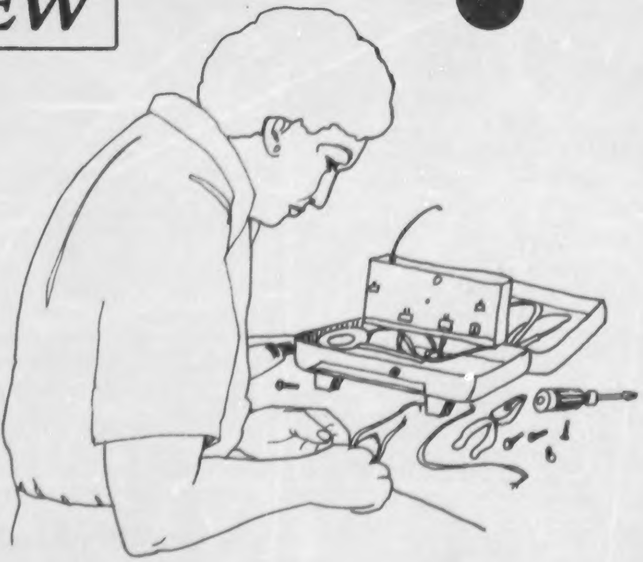
SOC	5622	DOT	408-161-010	408-687-014	ARMY	AIR FORCE
MATRIX	80001403		408-684-010	406-684-010	NAVY	MARINES
GOE	03.01.03		406-687-010	406-684-014	COAST GUARD	
CIP	01.0605		406-381-010	406-683-010		

NewHamps[illegible]re VIEW
Vital Information for Education and Work

GAS AND ELECTRIC APPLIANCE SERVICER

JOB DESCRIPTION:

These people install, repair, and service household appliances. They repair small items, such as vacuum cleaners and toasters. They also work on large items, such as ranges, dryers, and air conditioners. They examine the machines, and may refer to manuals to determine what is wrong with them and how to repair them. They take the machines apart, repair or replace damaged parts, test wiring, and grease parts. They use hand tools and may use power tools and welding or soldering equipment to make repairs.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	145	203	TOTAL	58	AVE. RATE	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	10		Trade, Whol, Ret.	100.0
CLARMONT	11			
CONCORD	13			
DOVER	16	1		
KEENE	10			
LACONIA	14			
LITTLETON	4			
MANCHESTER	27	2		
NASHUA	19	1		
PORTSMOUTH	12			
PT. LAW-HAV	10			

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Appliance dealers or repair shops
Department stores and other retail stores that sell household appliances
For yourself, as a self-employed repairer
Any industry that does its own appliance repairs

NATIONAL WAGE RANGE:

Unknown

WORK CONDITIONS:

Fairly light physical work
May have to drive repair truck in bad weather
Deal with dissatisfied customers

RELATED OCCUPATIONS:

Vacuum cleaner repairer
Appliance repairer

VIEW SCRIPT—88b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Install, repair, and service items such as: air conditioners, gas meters and regulators, dishwashers, ranges, heaters, and refrigerators, toasters, cookers, lamps, and other small home appliances.
- Examine or listen to appliances to determine what is wrong with them.
- Follow wiring diagrams to repair and install appliances.
- Take machines apart and repair or replace parts, such as switches, relays, fan motors, and thermostats.
- Replace filters and adjust controls on appliance units.
- Use hand tools, pipe-threading tools, and power screwdrivers to take apart and repair appliances.
- Test wiring for broken or worn circuits, using circuit testers.
- Use soldering equipment to replace wiring and parts.
- Test gas pipelines to locate leaks and faulty pipe connections.
- Record repairs made in a log book.
- Work as an apprentice to learn how to repair electrical or gas appliances.

• HOURS OF WORK:

Some workers repair items brought to a repair shop. Others may drive to customer's homes or businesses to make on-site repairs.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local appliance dealers or industries for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Association of Home Appliance Manufacturers
20 N. Wacker Drive
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Major Appliance Repair
Heating Air Conditioning Refrigeration Mech
Electrician
Small Engine Repair

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from an Approved Secondary Mechanics and Repairers Program
Graduation from a Voc/Tech College Heating, Ventilation, Air Conditioning Program

• SPECIAL REQUIREMENTS:

SOC	6156	DOT	637-261-018	723-381-010	ARMY	AIR FORCE
MATRIX	50082005		827-261-014	723-381-014	NAVY	MARINES
GOE	05.10.02		827-261-010	723-584-010	COAST GUARD	
CIP	47.0106					

New Hampshire VIEW

Vital Information for Education and Work

GENERAL CLERK, OFFICE

JOB DESCRIPTION:

People in these jobs do general clerical work. They type, file, record information, answer the phone, and perform other similar tasks that help an office run smoothly.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979	1990	TOTAL	AVE. RATE
	8625	11,963	3338	3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	352	25	Construction	6.0
CLARMONT	712	53	Manufacturing	16.5
CONCORD	922	73	Trans. Comm. Util	8.7
DOVER	706	53	Trade, Whol & Ret	27.6
KEENE	616	49	Finance, Ins. Re.	12.7
LACONIA	637	49	Services-Other	15.1
LITTLETON	226	17	Government	13.3
MANCHESTER	1956	154		
NASHUA	1249	110		
PORTSMOUTH	919	71		
PT. LAW-HAV	330	29		

WORK CONDITIONS:

Usually clean, modern office
May require sitting for long periods
Some work with people and some routine work

ADVANCEMENT OPPORTUNITIES:

Administrative asst.
Office manager
Clerical supervisor

SAMPLE PLACES OF WORK:

Schools and colleges
Transportation companies
Federal, state, and local government agencies
Telephone and telegraph companies
Business offices
Financial firms

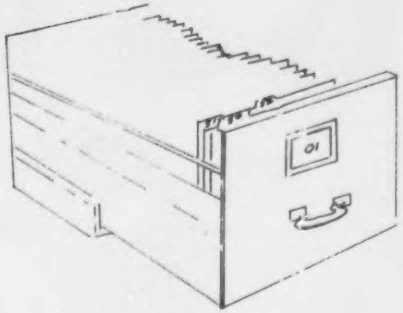
NATIONAL WAGE RANGE:

$3.64 - $7.05 per hour

RELATED OCCUPATIONS:

Police Aide
Animal Shelter Clerk
Administrative Clerk
Ward Clerk

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Answer phone, deliver messages, and run errands.
- Count, weigh, or measure materials.
- Sort and file records.
- Stamp or number forms by hand or machine.
- Prepare and send out bills, policies, invoices, and checks.
- Operate office machines such as typewriter, adding machine, and copier.
- Post charges to service accounts.
- Operate a telephone switchboard to take or relay information.
- Schedule appointments.
- Compute and record payment of fees.

- **HOURS OF WORK:**

Generally these jobs do not require travel. Most of these jobs involve a standard 35-40 hour work week. In some jobs evening and weekend work may be required.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business firms for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

United Business School Association
1730 M Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Typing
Shorthand
Business Dynamics
Communications Systems Operator

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an approved Sec/Voc Business Office Program

- **SPECIAL REQUIREMENTS:**

SOC	4630	DOT	209-562-010	245-367-014	ARMY	73C	AIR FORCE	97251
MATRIX	40066811		249-367-010	245-362-014	NAVY	DK	MARINES	414
GOE	07.07.03		219-362-010	245-367-010	COAST GUARD	5K		
CIP	07.0705							

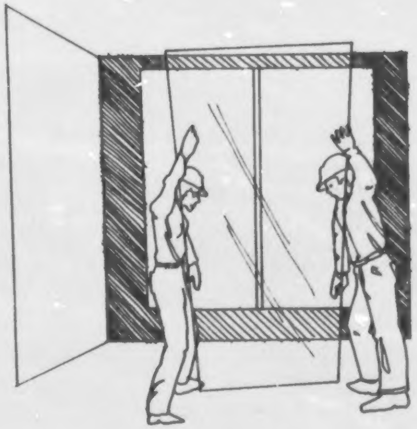
New Hampshire VIEW

Vital Information for Education and Work

GLAZIERS

JOB DESCRIPTION:

Glaziers install glass and mirrors in structures such as windows, doors, walls, tables, and display cases. Sometimes the glass must be cut before being installed. They measure, mark, and cut the glass to the required shape and size. They secure the glass in place with materials such as putty, rubber gaskets, metal clips, and wood molding. They also may attach metal hinges, handles, or other hardware to the glass. They use hand tools and may use power cutters and grinders. They may work high above the ground.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	226	294	**TOTAL**	68	**AVE. RATE**	2.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Construction	25.2
CLARMONT	19	2	Manufacturing	8.0
CONCORD	26	3	Trade, Whol & Ret.	66.8
DOVER	13	1		
KEENE	8	1		
LACONIA	19	2		
LITTLETON	2			
MANCHESTER	42	4		
NASHUA	36	3		
PORTSMOUTH	42	4		
PT. LAW-HAV	10	1		

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Self employment

SAMPLE PLACES OF WORK:

Glass companies
Glazing contractors
Businesses or agencies that do their own construction work

NATIONAL WAGE RANGE:

$11.91 per hour (average)

WORK CONDITIONS:

Both inside and outside work in most weather conditions
Occasional travel
Work on high scaffolds

RELATED OCCUPATIONS:

Refrigerator Glazier
Metal Furniture Glazier
Safety-Glass Installer
Glazier Apprentice

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Install:
  - Glass in windows, skylights, store fronts, and display cases.
  - Glass surfaces in walls, ceilings, and tabletops.
  - Mirrors on walls, ceilings, or tables.
  - Glass into door frames.
  - Glass enclosures for showers.
- Mark the outline of patterns on glass.
- Cut glass, using a glasscutter.
- Break off excess glass by hand or with a notched tool.
- Fasten glass panes into moldings.
- Smooth putty around the edges of glass panes to seal joints.
- Bolt metal hinges, handles, locks, and other hardware to glass doors.
- Set glass doors into frames.
- Spray glass with a tinting solution to prevent light glare.
- Use a crane to install large pieces of glass.
- Work from a scaffold high above the ground.
- Work under contract as an apprentice while learning the glaziers craft.

- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local glazing contractors for on-the-job training or apprenticeship program
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

373

Window Glasscutter's League of America
1078 South High Street
Columbus, Ohio 43206

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial arts—Materials and Process Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Apprenticeship program
Graduation from an approved Sec/Voc Building Trades Program

- **SPECIAL REQUIREMENTS:**

SOC	6464	DOT	865-381-010
MATRIX	50141802		
GOE	05.10.01		
CIP	46.0406		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—91a

New Hampshire VIEW

Vital Information for Education and Work

GRADUATE ASSISTANT

JOB DESCRIPTION:

Graduate assistants assist a faculty or staff member in a college or university. They assist in libraries, in developing teaching materials, and in research. Prepare and give examinations and other responsibilities as required.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	352	476	**TOTAL**	124	**AVE. RATE**	3.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Services-Other	.8
CLARMONT	4		Government	99.2
CONCORD				
DOVER	266	18		
KEENE	42	2		
LACONIA	40	2		
LITTLETON				
MANCHESTER				
NASHUA	1			
PORTSMOUTH				
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

This position is terminal with graduation

SAMPLE PLACES OF WORK:

Colleges and universities
For yourself, as an independently
employed specialist

NATIONAL WAGE RANGE:

not available

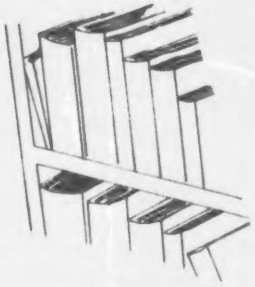
WORK CONDITIONS:

Inside work generally
May sit for long periods
May spend long hours in research
Some travel may be required

RELATED OCCUPATIONS:

Research Assistant

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Assist a faculty or staff member in a college or university.
  - Help in the library.
  - Develop teaching materials.
  - Assist in lab or field research.
  - Prepare and give exams.
  - Assist in student conferences.
  - Grade papers and exams.
  - Teach low-level courses.

- **HOURS OF WORK:**

Flexible hours according to the needs of the job schedule as well as the student schedule.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

Personnel office of local college or university
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local educational institutions
State educational institutions
Higher educational institutions throughout the nation

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Computer Science
Speech
Technical Writing

- **EDUCATION/TRAINING NEEDED:**

Must have a Bachelor's Degree taking graduate courses

- **SPECIAL REQUIREMENTS:**

SOC 2249
DOT 090-227-014
MATRIX 10202003
GOE 11.02.01
CIP Not available

ARMY
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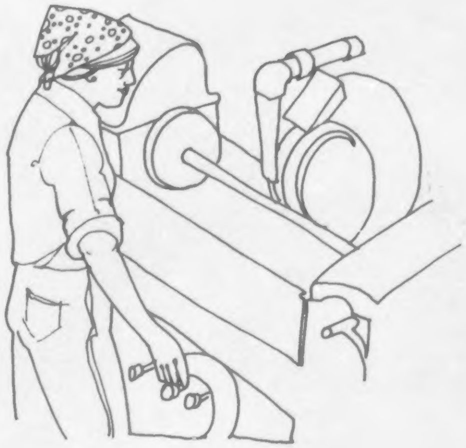
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

GRINDING MACHINE OPERATOR, METAL

JOB DESCRIPTION:

These workers operate or tend machines that grind, scrape, buff, or polish metal, glass, or jewels. Machines may be used to grind parts to size, sharpen tools or cutlery, or polish and finish products. Workers install machine attachments, set and adjust controls, and load or hold workpieces in the machine for processing. They also may heat metal pieces before they are machined. They watch indicators or gauges as pieces are worked and adjust controls. They also clean and oil the machinery and may keep work records.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	9		Manufacturing 100.0
CLARMONT	314	31	
CONCORD	115	11	
DOVER	246	23	
KEENE	468	48	
LACONIA	263	31	
LITTLETON	7		
MANCHESTER	158	15	
NASHUA	411	42	
PORTSMOUTH	71	8	
PT. LAW-HAV	29	3	

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Ore refineries
Mining and quarrying companies
Toolrooms and machine shops
Production and maintenance depts. in factories and plants
Factories and plants that produce products such as:
  Abrasives & polishing products, Clocks and watches, Buttons, Cutlery and tools, Electrical equipment, Firearms, Glass products, and machinery

NATIONAL WAGE RANGE:

$8.14 per hour (average)

RELATED OCCUPATIONS:

Deburrer
Honing-machine set-up operator
Convex-grinder operator
Bit sharpener

WORK CONDITIONS:

Inside work
Some machinery noise
Mostly standing work

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MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Clean workpieces before they are polished or grinded.
- Mount machine attachments by hand or using a hoist.
- Clamp workpieces in a holding device.
- Start machinery.
- Watch lights, dials, and gauges to adjust machine operations.
- Brush abrasive paste onto grinding rods.
- Adjust controls to regulate the feed rate and depth of cut.
- Hold workpieces against a grinding wheel to sharpen cutting edges.
- Heat tools and dip them in brine, oil, or water to harden them.
- Watch parts as they are polished to detect signs of overheating.
- Examine workpieces for rough spots, pinholes, and scratches.
- Remove workpieces when the machine stops and measure them using a gauge.
- Clean and oil machinery.
- Use hand tools to change worn grinding wheels.
- Keep records of machinery breakdowns and repairs.
- Keep production records.

• HOURS OF WORK:

Usually 40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local forge industries for on-the-job training or apprenticeship program
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Ave.
Washington, D.C.

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc Precision Production Program
Graduation from a Voc/Tech College Machine Operation Program

• SPECIAL REQUIREMENTS:

SOC	7522	DOT	603-280-026
MATRIX	61020601		
GOE	06.01.03		
CIP	48.0503		

ARMY
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COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

GROUP RECREATION WORKER

JOB DESCRIPTION:

These people plan, organize, and direct activities designed to help people enjoy their free time. They work in such places as summer camps, parks, playgrounds, or recreation centers. They may work with children or adults or with special groups, such as prisoners, hospital patients, soldiers, or the aged. Some plan and direct activities, such as hikes, cookouts, and camp fires, or teach people how to swim, ride horseback, sail, or play games. Others organize activities such as arts and crafts, sports, music, dramatics, and dancing.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	798	1010	**TOTAL**	212	**AVE. RATE**	2.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	43	4	Services-Other	78.4
CLARMONT	49	5	Government	21.6
CONCORD	90	9		
DOVER	62	6		
KEENE	67	7		
LACONIA	90	9		
LITTLETON	34	4		
MANCHESTER	183	18		
NASHUA	102	10		
PORTSMOUTH	58	6		
PT. LAW-HAV	21	3		

WORK CONDITIONS:

Mostly outside work
Generally summer work
Much involvement with children

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Administrative position

SAMPLE PLACES OF WORK:

State, county, city, and private parks and recreation centers
The YMCA, Boy Scouts, Girl Scouts, and other organizations that sponsor camps
Church groups that sponsor camps
Government agencies that sponsor recreational programs
Prisons, mental hospitals, and other institutions

NATIONAL WAGE RANGE:

$7,000-$30,000

RELATED OCCUPATIONS:

Camp Counselor
Recreation Leader
Program Aide, Group Work
Social Director

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Plan hikes and cookouts for children at a summer camp.
- Show children how to use camping equipment.
- Instruct campers in backpacking, nature study, and outdoor cooking.
- Plan team sports events.
- Instruct campers in skills such as canoeing, sailing, archery, and animal care.
- Organize, lead, and referee games.
- Study a community's recreation needs.
- See that recreation equipment is kept in good repair.
- Coordinate recreation programs in an institution with activity programs in other agencies.
- Organize and promote interest in activities, such as arts and crafts, sports, games, and music.
- Work with others to plan and conduct neighborhood sports events.

- **HOURS OF WORK:**

Recreation workers sometimes work during evenings and weekends. Some recreation workers work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local recreation clubs and service organizations For on-the-job training
Local guidance counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Recreation/Park Association
Division of Professional Services
3101 Park Center Drive
Alexandria, Virginia 22302

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Physical Education
Vocational Home Economics
Child Care & Services, General
Music, Art

- **EDUCATION/TRAINING NEEDED:**

On-the-job Training

Graduation from Recreation and Parks College Program

- **SPECIAL REQUIREMENTS:**

SOC	5269	**DOT**	159-124-010
MATRIX	10243201		195-227-014
GOE	09.01.01		195-227-010
CIP	20.0202		352-167-010

ARMY	03C	**AIR FORCE**	74151
NAVY	--	**MARINES**	8921
COAST GUARD	--		

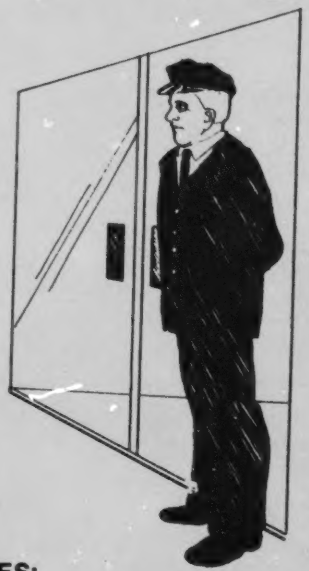
New Hampshire VIEW

Vital Information for Education and Work

GUARDS AND DOORKEEPERS

JOB DESCRIPTION:

These people protect or guard people and property. Some drive armoured cars to transport money or valuables. Some escort people to protect them from bodily harm. Some guard business property against fire, theft, and illegal entry. Some investigate thefts in a store or locate missing people. Some stand next to doors to watch those entering and leaving.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1876	2879	**TOTAL**	1003	**AVE. RATE**	4.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	82	12	Construction	.7
CLARMONT	140	24	Manufacturing	19.5
CONCORD	169	29	Trans, Comm, Util	.6
DOVER	116	21	Trade, Whol & Ret	9.5
KEENE	168	31	Finance, Ins, Re	4.9
LACONIA	111	19	Services-Other	55.8
LITTLETON	55	9	Government	9.0
MANCHESTER	399	73		
NASHUA	354	69		
PORTSMOUTH	192	36		
PT. LAW-HAV	91	18		

ADVANCEMENT OPPORTUNITIES:

Administrative position
May transfer to police

SAMPLE PLACES OF WORK:

Railroad companies
Armoured car firms
Airline companies
Security firms
Industrial plants
Hotels and restaurants
Golf courses and other recreation facilities
Retail stores
Public utilities
Any business or industry

NATIONAL WAGE RANGE:

$3.35 - $7.27 per hour

WORK CONDITIONS:

Work inside or outside
Much standing and walking
May have to act in emergency situations

RELATED OCCUPATIONS:

Gate Tender
Merchant Patroller
Bouncer
Protective Officer
Community Service Officer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Guard shipments of valuables carried by a railroad.
- Drive an armored van to transport money and valuables.
- Screen airline passengers and visitors for weapons, explosives, and other forbidden articles.
- Guard plant grounds, warehouses, or other property to control traffic to and from buildings and grounds.
- Guard property against fire, theft, vandalism, and illegal entry.
- Patrol hotel or motel property to maintain order and enforce rules and laws.
- Work in a store as an undercover operator to check on the honesty of the staff and see if company rules are being followed.
- Keep order and enforce standards of behavior at sports events.
- Stand next to a door to watch who enters and exits.

• HOURS OF WORK:

Many of these jobs involve some evening and/or weekend work. Some jobs offer opportunity for temporary or part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local security firm for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Security Service
466 Central Ave., Suite 49
Northfield, IL 60093

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TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

• EDUCATION/TRAINING NEEDED:

On the job training

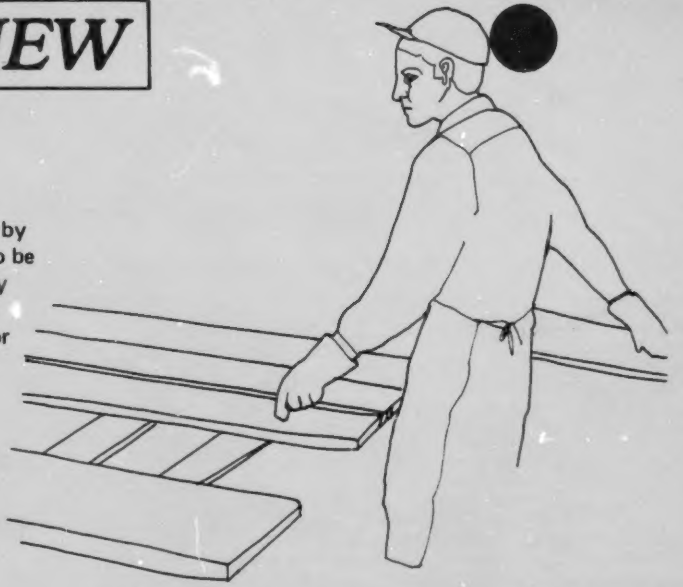
• SPECIAL REQUIREMENTS:

SOC	5144	DOT	372-667-034	379-667-010
MATRIX	70100601		372-667-030	372-363-010
GOE	04.02.02		372-563-010	372-567-010
CIP	43.0109		372-660-038	372-367-010

ARMY	95B	AIR FORCE	81150
NAVY	9545	MARINES	8151
COAST GUARD	--		

New Hampshire VIEW

Vital Information for Education and Work



HEAD SAWYER

JOB DESCRIPTION:

These workers operate or tend machines used to saw wood to size or to make parts or products. They may begin by measuring and marking wood to be cut. They also may examine stock for defects or to determine the best cuts to be made. They adjust machine stops, guides, and blades before each sawing operation. They operate the machines by pressing controls to start, position, and stop the cutting blades and advance or position the stock. They may also guide stock into the cutting teeth by hand. They may unload, sort, stack, and measure wood stock and sharpen or replace worn saw blades.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	130	162	**TOTAL**	32	**AVE. RATE**	2.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	14	1	Manufacturing	100.0
CLARMONT	16	1		
CONCORD	16	1		
DOVER	6			
KEENE	17	1		
LACONIA	26	2		
LITTLETON	12	1		
MANCHESTER	5			
NASHUA	12	1		
PORTSMOUTH	3			
PT. LAW-HAV	3			

WORK CONDITIONS:

Fairly clean working conditions, except for pitch on clothing
Work outdoors, lifting heavy loads

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Woodworking shops
Sawmills and lumber yards
Planing mills
Construction companies
Factories, plants, or shops that make: barrels, basketry, cork products, furniture, paper and pulp, smoking pipes

NATIONAL WAGE RANGE:

$8.14 (average)

RELATED OCCUPATIONS:

Bottom-Saw Operator
Heading-Saw Operator
Packager, Head

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend machines to cut lumber to size, saw logs to specified lengths.
- Inspect lumber stock for defects.
- Examine wood to determine which cuts will produce the highest grade.
- Measure and mark lumber to be cut, using a rule and square.
- Stack pieces of wood stock on a cutting table.
- Adjust stops on saws.
- Turn handwheels to adjust machine beds and blade guides.
- Push lumber past a saw to cut away undesired parts.
- Press button to lower a saw that trims log ends.
- Pull levers to feed stock into circular saws.
- Push a cutting table against a saw until stock is cut.
- Climb onto a conveyor to lift and remove jammed lumber.
- Grade wood according to knots, rot, or other defects.
- Sort and guide planks coming from a saw.
- Use a template to check cut stock.
- Sort cut lumber according to grade.
- Measure completed cuts for accuracy, using a rule.
- Pile trimmed boxes on a hand truck.
- Sharpen and adjust the teeth of woodworking saws.
- Replace worn saw blades.
- Unload logs from trucks at a sawmill.

• HOURS OF WORK:

Usually 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local sawmill or woodworking shops for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

393

International Woodworkers of America
1622 N. Lombard St.
Portland, Oregon 97217

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Millwork & Cabinet Making
Industrial Arts—Materials & Process Tech.
Industrial Arts—Energy & Power Tech.
Geometry
Machine Tool/Machine Shop

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
Graduation from Approved Sec/Voc
Precision Production Program
On-the-job training

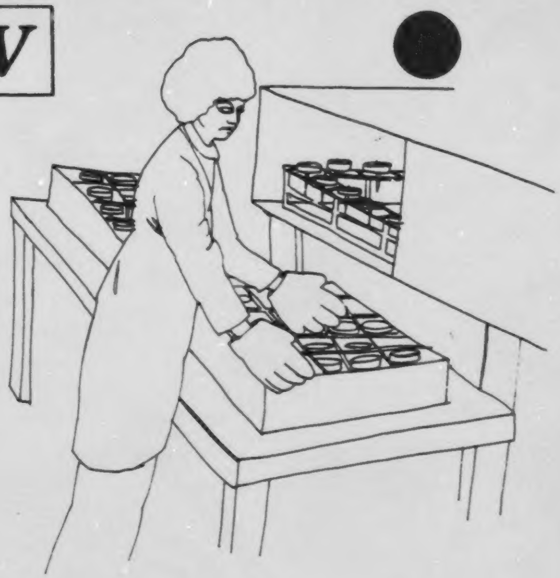
• SPECIAL REQUIREMENTS:

SOC	7633	DOT	667-662-010	667-682-046	ARMY	AIR FORCE
MATRIX	61085008		667-682-014	667-682-034	NAVY	MARINES
GOE	06.0203		667-682-038		COAST GUARD	
CIP	48.0703					

VIEW SCRIPT–96a

New Hampshire VIEW

Vital Information for Education and Work



HEAT TREATER, ANNEALER

JOB DESCRIPTION:

These workers control furnaces, kilns, or ovens to heat-treat products or materials. They work in a variety of industries. They may control heating equipment used to process oil or ore, clean parts, or heat rivets. They often work from written directions. They light burners, regulate temperature controls, start conveyors or pumps, and load materials for processing. They may also weigh or add chemicals to materials, clean and oil the machinery, and keep processing records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	98	179	**TOTAL**	81	**AVE. RATE**	7.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	4		Manufacturing	100.0
CLARMONT	22	2		
CONCORD	3			
DOVER	10	1		
KEENE	16	2		
LACONIA	12	4		
LITTLETON				
MANCHESTER	4			
NASHUA	25	2		
PORTSMOUTH	3			
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

- Heat treating plants
- Iron and steel mills
- Ore dressing, smelting, and refining plants
- Mining and quarrying companies
- Woodworking shops
- Foundries
- Utility companies

NATIONAL WAGE RANGE:

$8.14 per hour (average)

WORK CONDITIONS:

- Some hazards
- Inside work
- Work in heat

RELATED OCCUPATIONS:

- Furnace Operator
- Base Drawer Operator
- Temperer
- Hardener
- Case Hardener
- Induction Machine Setter
- Production Hardener
- Induction Machine Operator

VIEW SCRIPT—96b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Control furnaces, kilns, or ovens used to:
  - Burn away grease from used auto parts.
  - Heat rivets to a specified temperature.
  - Treat metal objects to prepare them for machinery.
  - Heat lawn mower blades to prepare them for bending.
  - Refine lead.
  - Dry paper products.
  - Process coal or crude oil.
  - Process gases into chemical products.
  - Affix paint on glass.
  - Fuse enamel onto metal jewelry parts.
  - Pump materials to and from storage.
- Add chemicals to materials or solutions.
- Set dials to control pressure and material flow.
- Light gas jets.
- Place objects in a furnace.
- Turn knobs to regulate the heat or current in a furnace.
- Weigh materials.
- Start machine conveyors.
- Lift heated objects from a conveyor, using tongs.
- Feel materials to judge their dampness.
- Use gauges to measure finished products.
- Record the weight, type, and amount of material heated.
- Grease and oil machinery parts.

- **HOURS OF WORK:**

Work hours may vary. Many jobs typically require shift work. Workers involved in continuous processes may also work during weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local heat treating industry for on-the-job training
Local guidance counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Local offices of State Employment Services

National Association of Power Engineers, Inc.
1125 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Welding, Brazing & Soldering
Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech.
Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

High school graduate
Graduation from approved Sec/Voc
Precision Production Program
Graduatioin from Voc/Tech College
Program in Heating, Ventilation, &
Air Conditioning
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	7675	**DOT**	504-382-014	543-682-018	**ARMY**	**AIR FORCE**
MATRIX	50060602		504-682-014	504-682-026	**NAVY**	**MARINES**
GOE	06.02.10		504-380-014	504-685-026	**COAST GUARD**	
CIP	48.0503		504-685-010	504-685-022		

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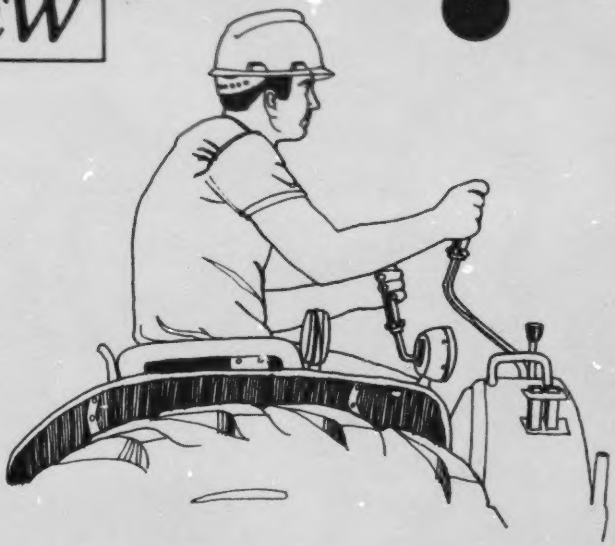
396-B

VIEW SCRIPT—97a

New Hamps[illegible]re VIEW

Vital Information for Education and Work



HEAVY EQUIPMENT OPERATOR

JOB DESCRIPTION:

These people operate or tend equipment that spreads or smooths concrete, asphalt, or other materials on roads, parking lots, or airport runways. They also may use equipment that packs gravel, dirt, or other material. They move levers, push pedals, and turn handwheels to start, stop, and control spreading and packing equipment. They also may clean and replace worn machinery parts. Some of the machines these workers use must be driven.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1724	1903	**TOTAL**	179	**AVE. RATE**	.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	92	3	Construction	80.1
CLARMONT	85	3	Manufacturing	3.2
CONCORD	180	5	Trans,Comm,Util	.8
DOVER	99	4	Services-Other	.4
KEENE	111	3	Government	15.5
LACONIA	203	5		
LITTLETON	38	2		
MANCHESTER	220	8		
NASHUA	173	6		
PORTSMOUTH	466	6		
PT. LAW-HAV	57	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Paving contractors
State highway departments
Railroad companies
Construction companies that work on highways, dams, or airports

NATIONAL WAGE RANGE:

$8.14

WORK CONDITIONS:

Inside and outside work
Heavy lifting
Much noise and dirt

RELATED OCCUPATIONS:

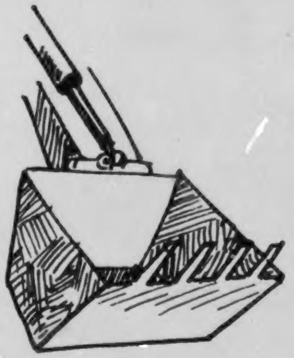
Tower-Excavator Operator
Harvester Operator
Logging-Tractor Operator
Aerial-Tram Operator

396-C

396-D

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:



- Operate a machine that spreads and levels hot asphalt on highways and streets.
- Turn valves to regulate the temperature of asphalt.
- Move levers and turn handwheels to lower attachments that spread wet concrete within forms.
- Drive and operate a truck equipped with a tank that sprays oil on road surfaces.
- Run a machine that spreads gravel, stone, and cold-mix asphalt on road surfaces.
- Tend gears on the rear of a truck that sprays hot tar on streets.
- Service and repair a machine that presses out concrete curbing on parking lots.
- Operate a machine that cuts grooves in concrete.
- Tend a portable unit that heats asphalt.
- Drive and operate a machine that lays, spaces, and ties steel rods used to strengthen concrete highway paving.
- Operate a gas-powered machine that packs earth around a form.
- Operate a machine that breaks up pavement and drives guardrail posts into the earth.

• HOURS OF WORK:

Usually 40 hours per week. May not work during cold or wet weather, overtime may be required.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local construction companies for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

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American Institute of Maintenance
710 West Wilson Avenue
P.O. Box 2068
Glendale, California 91203

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Industrial Arts Energy and Power Tech
Industrial Arts Energy and Power Tech

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	6466	DOT	850-683-014	932-685-010	ARMY	62D	AIR FORCE	55151
MATRIX	50021807		850-683-042	850-683-038	NAVY	--	MARINES	--
GOE	05.11.01		930-683-022	850-662-014	COAST GUARD	--		
CIP	49.0202		929-683-010	850-663-026				

New Hampshire VIEW

Vital Information for Education and Work

HELPER, TRADES

JOB DESCRIPTION:

Helpers assist other workers in construction, manufacturing, or industrial occupations. They may move equipment and supplies to work sites, clean tools and work areas, and operate machines and equipment. They do many of the routine tasks of a job, such as holding equipment, sanding wood, or bolting fixtures. Workers may perform some or all of the workers they help. They may sort materials, inventory supplies, or maintain and repair equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	825	1077	TOTAL	252	AVE. RATE	2.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	82	1	Construction	1.1
CLARMONT	61	3	Manufacturing	55.2
CONCORD	98	5	Trans,Comm,Util	3.4
DOVER	80	3	Trade,Whol,Ret	12.3
KEENE	49	2	Finance,Ins,Re	6.3
LACONIA	76	3	Services-Other	13.8
LITTLETON	20		Government	7.8
MANCHESTER	118	6		
NASHUA	129	6		
PORTSMOUTH	81	5		
PT. LAW-HAV	32	2		

ADVANCEMENT OPPORTUNITIES:

Skilled worker
Supervisory position

SAMPLE PLACES OF WORK:

Factories
Construction companies
Railroad companies
Ship and boat building companies
Light, heat, and power companies

NATIONAL WAGE RANGE:

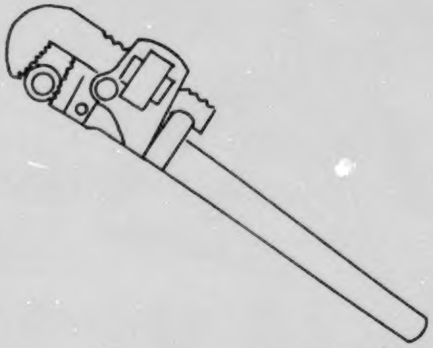
$9.80 per hour
Average

WORK CONDITIONS:

Indoors and outdoors
Can be hazardous, heavy lifting, and may be noisy

RELATED OCCUPATIONS:

Plumber Helper
Carpenter's Helper
Bricklayer's Helper
Electrician's Helper



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Assist metalworking and plasticworking machine operators.
- Read gauges.
- Attach electrical connections to equipment.
- Help another worker twist wire into cable.
- Cut, bend, and twist metal.
- Assist woodworking machine operators.
- Assist brick and/or stone masons.
- Help mobile equipment mechanics and repairers.
- Help install or move machinery.
- Help pipefitter to install plumbing.

- **HOURS OF WORK:**

These jobs may require shift work. Some jobs require overtime work and may require travel.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local trade unions, contractors, factories, or companies for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Laborer's International Union of North America
905 16th Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**
  Carpentry
  Electrician
  Building Maintenance
  Plumbing
  Industrial Arts—Energy and Power Tech
  Industrial Arts—Materials and Process Tech

- **EDUCATION/TRAINING NEEDED:**
  On the job training

- **SPECIAL REQUIREMENTS:**

SOC	8600	DOT	619-686-022
MATRIX	80002823		509-566-010
GOE	05.12.15		691-687-010
CIP	04.4699		519-485-014

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

New Hampshire VIEW

Vital Information for Education and Work

HIGHWAY MAINTENANCE

JOB DESCRIPTION:

These people maintain highways, municipal and rural roads and rights-of-way in safe condition. They perform a combination of erecting and repairing guardrails, highway markers, and snow fences. They dump and spread asphalt, patch broken or eroded pavement, clean up debris and drive trucks to transport crew and equipment to work sites. They may drive a tractor with mower attachment to cut grass around airfield runways, and may also operate snow removal equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1616	2387	TOTAL	771	AVE. RATE	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	68	4	Government	100.0
CLARMONT	83	6		
CONCORD	482	30		
DOVER	142	9		
KEENE	74	4		
LACONIA	212	13		
LITTLETON	54	3		
MANCHESTER	235	14		
NASHUA	113	7		
PORTSMOUTH	119	7		
PT. LAW-HAV	33	2		

WORK CONDITIONS:

Some workers may travel long distances and spend weeks at a time at remote locations

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Construction companies
State highway departments

NATIONAL WAGE RANGE:

$16,300-$22,000

RELATED OCCUPATIONS:

Maintenance mechanic
Truck driver
Construction worker

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Erect and repair guardrails, highway markers, and snow fences using hand tools and nails and power tools.
- Dump and spread asphalt, using pneumatic tamper to patch broken or eroded pavement.
- Drive truck to transport workers or equipment to work site.
- Drive snow removal equipment.
- Drive tractor with mower attachment to cut grass.

• HOURS OF WORK:

Days and hours of work may vary.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

State or local employment service or local maintenance institute
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Conference of Building Officials
5360 South Workman Mill Road
Whittier, California 90601

American Institute of Maintenance
710 West Wilson Avenue
P.O. Box 2068
Glendale, California 91203

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Drafting
Algebra
Drivers Training
Machine Tool/Machine Shop
Blueprint Reading
Industrial Arts—
Energy & Power Tech

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	6479	DOT	899-684-014
MATRIX	80000628		
GOE	05.12.12		
CIP	49.0202		

ARMY	62D	AIR FORCE	55151
NAVY	EO	MARINES	1345
COAST GUARD	QC-B8		

VIEW SCRIPT–100a

New Hampshire VIEW
Vital Information for Education and Work

HOSTESS/HOST, RESTAURANT

JOB DESCRIPTION:

These people supervise workers who prepare and serve food in restaurants, hotels, and other eating places. They plan the types and amounts of foods to be prepared, the order in which tasks should be done, and the number of workers needed. They assign duties to workers and check their work. They inspect work areas for cleanliness, and order supplies and equipment as needed. They may be responsible for hiring, training, and firing workers. They may keep time, production and stock records. They also may plan menus and help prepare foods.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	41	4	Trade, Whol. & Ret. 83.9
CLARMONT	34	3	Services—other 16.1
CONCORD	44	5	
DOVER	42	5	
KEENE	32	3	
LACONIA	70	7	
LITTLETON	31	2	
MANCHESTER	101	11	
NASHUA	80	9	
PORTSMOUTH	93	10	
PT. LAW-HAV	30	3	

ADVANCEMENT OPPORTUNITIES:

Management position

SAMPLE PLACES OF WORK:

- Restaurants, clubs and hotels
- Airline, ship and train companies
- Schools, hospitals, and other institutions
- Pribate industries

NATIONAL WAGE RANGE:

$2.04 – $3.64
excluding tips

WORK CONDITIONS:

- Inside work
- Few hazards
- Move about frequently
- Deal with customers

RELATED OCCUPATIONS:

- Wiater/Waitress
- Kitchen Supervisor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Schedule dining reservations
- Arrange parties or special services for diners
- Escort guests to their tables
- Handle customer complaints
- Assign tasks to dining room workers
- Inspect serving stations for neatness and cleanliness
- Order linens and other dining room supplies for tables and serving stations

• HOURS OF WORK:

35-40 hours work week. May require shift work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local restaurants for on-the-job training
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Service for the Foodservice Industry
20 North Wacker Drive
Suite 2620
Chicago, Ill 60606

409

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Food Production Management Service
Speech
Accounting/Bookkeeping/Recordkeeping

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On the job training

• SPECIAL REQUIREMENTS:

410

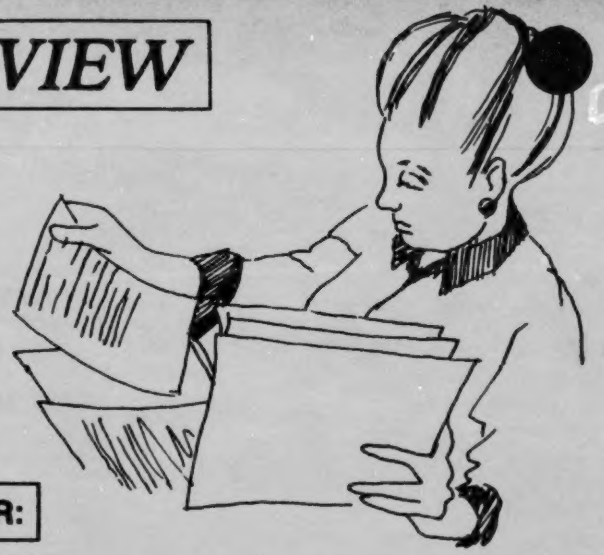
SOC 5211
MATRIX 70041601
GOE 09.01.03
CIP 08.09.05

DOT 310-137-010

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hamps[illegible]ire VIEW
Vital Information for Education and Work



HOUSEKEEPER

JOB DESCRIPTION:

These people supervise workers who provide cleaning, maintenance, and other building services in hotels, schools, factories, and other places. They interview, hire, train, and assign duties to workers. They issue supplies and equipment to workers, keep track of supplies on hand, and order more supplies as needed. They check work to see that it meets standards and handle service complaints. They keep time records and plan work shifts to meet service demands.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	152	225	TOTAL	73	AVE. RATE	4.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11	1	Services-Other	98.7
CLARMONT	13	2	Government	1.3
CONCORD	12	2		
DOVER	7	1		
KEENE	16	2		
LACONIA	16	2		
LITTLETON	12	1		
MANCHESTER	28	4		
NASHUA	18	3		
PORTSMOUTH	17	3		
PT. LAW-HAV	2			

WORK CONDITIONS:

Inside work
Some lifting
Stooping, bending, and sitting activities

ADVANCEMENT OPPORTUNITIES:

Supervisor
Inspector

SAMPLE PLACES OF WORK:

Hotels and motels
Hospitals and nursing homes
Schools
Apartment complexes
Ship lines
Manufacturing companies
Business offices
Companies that provide housecleaning and maintenance services

NATIONAL WAGE RANGE:

$7,500-$40,000

RELATED OCCUPATIONS:

Inspector
Supervisor, Housecleaner

VIEW SCRIPT—101b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Check work to make sure it meets standards of cleanliness.
- Take inventories of stock to make sure enough supplies are on hand.
- Investigate complaints about housekeeping service and equipment.
- Examine rooms, halls, and lobbies to see if they need remodeling.
- Train new workers in housekeeping duties.
- Supervise room preparations for banquets and conventions.
- Instruct workers to collect and arrange items needed for a convention such as furniture, displays, and microphones.
- Supervise workers who handle baggage, operate elevators, and clean public areas in a hotel.
- Supervise workers who provide housekeeping services for a ship's crew.
- Order supplies such as soap, scrub brushes, and mops.

- **HOURS OF WORK:**

20-40 hour week, some of these jobs may involve evening or weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local housekeepers association or local hotel or motel for on-the-job training
Local guidance counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

National Executive Housekeepers Association, Inc.
Business & Professional Building
414 Second Avenue
Gallipolis, Ohio 45631

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Consumer Homemaking
Allied Health

- **EDUCATION/TRAINING NEEDED:**

Special Voc Program for
Handicapped Students

- **SPECIAL REQUIREMENTS:**

SOC	5241	**DOT**	321-137-010
MATRIX	70080616		321-137-014
GOE	05.12.18		323-137-010
CIP	20.0605		

ARMY	**AIR FORCE**
NAVY	**MARINES**
COAST GUARD	

New Hamp[illegible]ire VIEW

Vital Information for Education and Work

INDUSTRIAL ENGINEER

JOB DESCRIPTION:

Industrial engineers study and design ways to make the best use of people, machines, and materials in business and industry. They advise on and set up methods to promote efficient, safe, and cost-effective use of people and machines. They plan equipment layout, work flow, and means to prevent accidents. They also plan and oversee training programs and develop ways to control product quality and keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1008	1627	TOTAL	619	AVE. RATE	5.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	27		Manufacturing	98.0
CLARMONT	55	2	Services-Other	.9
CONCORD	56	3	Government	1.1
DOVER	117	5		
KEENE	67	4		
LACONIA	55	3		
LITTLETON	8			
MANCHESTER	134	8		
NASHUA	330	32		
PORTSMOUTH	96	9		
PT. LAW-HAV	64	9		

WORK CONDITIONS:

Conditions vary depending on type of employment

ADVANCEMENT OPPORTUNITIES:

Opportunity to rise to supervisory position

SAMPLE PLACES OF WORK:

Manufacturing companies
Insurance companies and banks
Engineering consulting firms
Construction and mining companies
Companies that make aircraft or aerospace equipment
Public utility companies
Hospitals
Federal, state, and local government agencies

NATIONAL WAGE RANGE:

$15,947-$34,000

RELATED OCCUPATIONS:

Vendor Quality Supervisor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study how people and machines work together and suggest ways to simplify the work.
- Study charts and project data to find out what jobs and duties workers have.
- Set limits for noise, dust, fumes, and radiation exposure in a plant.
- Prepare a shipping schedule based on expected sales.
- Prepare drawings that show parts of equipment and how they are used.
- Train workers to carry out a fire prevention program in a plant.
- Make lists of the raw materials, parts, and equipment needed to build planes and guided missiles.
- Study blueprints and models to find out what tools are needed to assemble products such as cutting tools, car parts, or ball bearings.

• HOURS OF WORK:

These people generally work a standard 35-40 hour week during normal hours. May be some overtime depending on projects.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local engineers association
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Institute of Industrial Engineers, Inc.
25 Technology Park
Atlanta, Norcross, Georgia 30092

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Physics, chemistry
Humanities
Advance Math
Industrial Arts Energy & Power Tech
Industrial Arts Materials & Process Tech
Industrial Arts Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

Graduation from an Industrial Engineering College Program

• SPECIAL REQUIREMENTS:

SOC	1634	DOT	012-167-062
MATRIX	10021001		
GOE	05.03.06		
CIP	15.0603		

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NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–103a

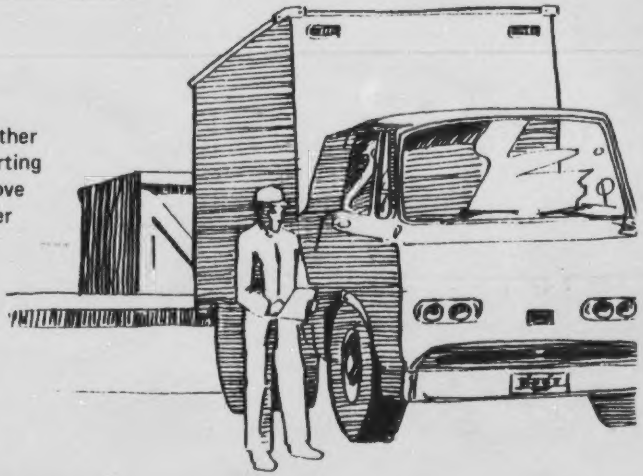
New Hampshire VIEW

Vital Information for Education and Work

INDUSTRIAL TRUCK OPERATOR

JOB DESCRIPTION:

These people move materials using industrial trucks or tractors equipped with lifts, platforms, trailer hitches, or other attachments. Some drive electric cars that pull dump cars filled with materials. They operate these vehicles by starting the engine, shifting gears, pressing pedals, and turning the steering wheel. They may also adjust controls which move the attachments. They move materials from place to place in factories, plants, or storage yards. Many also do other tasks, such as loading, unloading, and weighing materials.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1221	1607	**TOTAL**	386	**AVE. RATE**	2.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	96	2	Construction	4.9
CLARMONT	75	2	Manufacturing	66.7
CONCORD	100	4	Trans,Comm,Util	4.6
DOVER	114	6	Trade,Whol&Ret	21.3
KEENE	90	3	Services-Other	.6
LACONIA	88	5	Government	1.9
LITTLETON	29	1		
MANCHESTER	215	9		
NASHUA	249	12		
PORTSMOUTH	124	6		
PT. LAW-HAV	41	3		

WORK CONDITIONS:

Inside work
Some noise
Maneuver truck in cramped positions

ADVANCEMENT OPPORTUNITIES:

Driver supervisor
Dispatcher
Safety supervisor

SAMPLE PLACES OF WORK:

Coke mills
Cotton gins
Sawmills
Tree farms
Grain and feed mills
Logging companies
Manufacturing plants
Warehouses

NATIONAL WAGE RANGE:

$26,900 (average)

RELATED OCCUPATIONS:

Stevedore
Yard Worker
Hot Car Operator
Rail Tractor Operator
Loading Machine Operator
Transfer Car Operator
Straddle Truck Operator
Front End Loader Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate an electric car to dump coal into ovens.
    - Weigh the empty car on a scale.
    - Open chutes on a storage bin to dump coal into the car.
    - Drive the car to an oven and move controls to dump the coal into the oven.
- Drive an electric car to haul hot coke from an oven to work stations.
    - Position the car to receive hot coke from the oven.
    - Signal a worker to release the coke from the oven.
- Operate a transfer car to move carloads of pipe to work and storage areas.
- Operate a tractor vehicle equipped with a scoop to lift and move materials to feed conveyors, hoppers, or chutes.
    - Move levers to lower and tilt the bucket.
    - Oil, fuel, and clean the vehicle.
- Drive a truck equipped with a forklift or scoop to move products or materials in a warehouse or storage yard.
- Drive a tractor to move trailers of cotton to storage areas.
- Drive a tractor equipped with cable winches to load, unload, or stack logs.
- Drive a tractor to pull implements, tow trailers, or pull objects from the ground.

• HOURS OF WORK:

Some of these jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local trucking companies for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Trucking Associations, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

General Business
Drivers Training
Industrial Arts Energy or Power Tech
Industrial Arts Materials and Process Tech

• EDUCATION/TRAINING NEEDED:

High School Graduation-advantage
Training in Truck Driving

• SPECIAL REQUIREMENTS:

SOC	8318	DOT	921-683-050	911-663-014	ARMY	AIR FORCE
MATRIX	62001001		929-583-010	932-683-014	NAVY	MARINES
GOE	06.04.40		919-683-018	519-663-014	COAST GUARD	
CIP	49.0202		921-683-078	921-683-070		

New Hampshire VIEW

Vital Information for Education and Work

INSPECTOR

JOB DESCRIPTION:

These people inspect and test parts, products, and equipment, and then record or report their findings. They look for defects, wear, and other problems with equipment or products and, in some cases, grade parts or products. Most of these workers use precision measuring instruments, complex test equipment, and hand tools. Some also adjust and repair faulty equipment used in production work. These workers are found in many settings, and their specific work duties vary.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3371	5011	**TOTAL**	1640	**AVE. RATE**	4.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	84	4	Construction	.8
CLARMONT	169	14	Manufacturing	97.0
CONCORD	215	17	Trans,Comm,Util	1.0
DOVER	338	25	Services-Other	1.1
KEENE	277	25		
LACONIA	324	23		
LITTLETON	55	3		
MANCHESTER	606	42		
NASHUA	848	104		
PORTSMOUTH	333	31		
PT. LAW-HAV	124	21		

WORK CONDITIONS:

Mostly inside work
Hazard of electrical shock
May work in awkward positions
May require light to moderate lifting

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Machine shops and foundries
Iron and steel mills
Railroad companies
Airplane and aircraft factories
Automobile and auto parts assembly plants
Factories or businesses that make or repair typewriters, photography equipment, watches and clocks, sports equipment, etc.

NATIONAL WAGE RANGE:

$12,266-$29,000

RELATED OCCUPATIONS:

New Car Inspector
Examiner
Bridge Inspector
Bisque Grader
Gas Meter Checker
Rail Flaw Detector Operator
Perishable Fruit Inspector
Building Equipment Inspector

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Read blueprints to get information needed to inspect machined workpieces.
- Test cars' exhaust systems.
- Inspect and test typewriters to see if they meet specifications.
- Bake and test samples of premixed cakes, biscuits, and pancakes.
- Test plastic tubes and rods to see how hard they are.
- Use scales, gauges, calipers, and micrometers to check the weight and dimensions of products.
- Examine metal and glass parts of instruments for surface scratches and nicks.
- Use watchmaker's tools to inspect watch parts.
- Test electronic equipment to find out why it is not working properly.
- Use voltmeters to check the capacity of dry-cell batteries.
- Inspect and repair pinball and other game machines.
- Mark a check-off list for each item on a new car that has been inspected.
- Test fire a rocket engine and interpret the results of the test.
- Inspect a telegraph central office to see what new equipment should be installed.
- Test heating and air-conditioning equipment.

• HOURS OF WORK:

These people generally work a standard 35-40 hour week. May work shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business and industry for on-the-job training and apprenticeship programs
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

State Civil Service Commissions
State Capital

Local Government Office

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts Energy & Power Tech
Industrial Arts Materials & Process Tech
Industrial Arts Visual Communication Tech

• EDUCATION/TRAINING NEEDED:

Graduation from Construction
Trades Secondary Program

Graduation from Quality Control or
Building Construction Program,
Voc/Tech College

• SPECIAL REQUIREMENTS:

Motor vehicle operator's license
Some states require passing of a civil service examination

SOC	6881	**DOT**	956-267-010	919-363-010	**ARMY**	91R	**AIR FORCE**	90850
MATRIX	50142202		953-367-014	979-687-010	**NAVY**	HM	**MARINES**	3373
GOE	05.07.01		910-263-010	910-387-010	**COAST GUARD**	HM		
CIP	46.0303		956-387-010	869-287-010				

VIEW SCRIPT—105a

New Hampshire VIEW
Vital Information for Education and Work

INSTRUCTOR, REDUCING

JOB DESCRIPTION:

These workers teach individuals or groups beginning or advanced calisthenics, gymnastics, and reducing or corrective exercises. They evaluate the abilities of individuals to determine a suitable training program. Their job includes teaching and demonstrating body movements and skills, used in sports, and also the use of equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	141	161	TOTAL	20	AVE. RATE	1.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Services-Other	100.0
CLARMONT	13	1		
CONCORD	10	1		
DOVER	10	1		
KEENE	2			
LACONIA	6	1		
LITTLETON				
MANCHESTER	21	2		
NASHUA	20	2		
PORTSMOUTH	38	4		
PT. LAW-HAV	22	2		

ADVANCEMENT OPPORTUNITIES:

Supervisors
Self-employment
Sales representative

SAMPLE PLACES OF WORK:

Private health club
Public recreational facility
Public and private schools, including colleges, universities, and technical and vocational schools
For your self, as a self-employed instructor

NATIONAL WAGE RANGE:

$7,000 per year minimum
Commissions vary

WORK CONDITIONS:

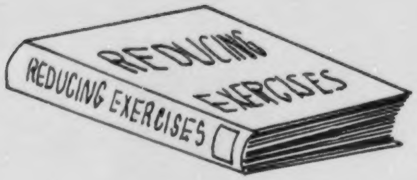
Inside work
Much physical activity
Work with people

RELATED OCCUPATIONS:

Dancing Instructor
Physical Education Instructor

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**



- Teach individuals calisthenics.
- Teach gymnastics to a group.
- Teach reducing and corrective exercises to a group.
- Evaluate abilities of individuals.
- Determine suitable training program for individuals.
- Advise clients in use of heat or ultraviolet treatments and hot baths.
- Teach and demonstrate the use of equipment.
- Teach and demonstrate body movements and skills.
- Lubricate mechanical equipment.
- Report malfunctioning equipment to maintenance personnel.

- **HOURS OF WORK:**

35-40 hours per week. May work evenings or weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local reducing salons and health clubs for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

420

American Association for Health, Physical Education,
and Recreation
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Marketing
Allied Health
Nutrition
Physical Ed.
Speech

- **EDUCATION/TRAINING NEEDED:**

High School Graduation—advantage
On-the-job training

- **SPECIAL REQUIREMENTS:**

420

SOC	2390	DOT	153-227-014
MATRIX	70080611		
GOE	10.02.02		
CIP	13.0201		

ARMY
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COAST GUARD

AIR FORCE
MARINES

New Hampshire **VIEW**

Vital Information for Education and Work

INSULATION EXTRUDING MACHINE OPERATOR

JOB DESCRIPTION:

These workers operate or tend machines used to extrude (press out) or form materials into desired shapes. The products they may form include: cheese balls, candies, animal feed pellets, gaskets, bowling balls, and silverware. They install and adjust machine parts, load materials in the machines, and watch for problems with machine operations. They adjust machine settings, oil and clean parts, and clear away jammed material. They also check finished products for defects and may weigh products and keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	99	194	TOTAL	95	AVE. RATE	8.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Manufacturing	100.0
CLARMONT				
CONCORD	10	1		
DOVER				
KEENE	3			
LACONIA				
LITTLETON	13	2		
MANCHESTER				
NASHUA	12	2		
PORTSMOUTH	61	8		
PT. LAW-HAV				

WORK CONDITIONS:

Generally inside work
Shift work may be required
Some hazards

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories and plants that produce: ammunition, bakery goods, brick and tile, building board, buttons, candies, carpets and rugs, cereals, chemicals, chocolate and cocoa, concrete products, cord and twine, dairy products, and glass

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

RELATED OCCUPATIONS:

Extruding-Machine Operator
Lead-Press Operator

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Install and adjust machine attachments.
- Start equipment, such as vacuum and water pumps, conveyors, and compressors.
- Fill machine hoppers with materials.
- Thread material through machine units.
- Set temperature controls.
- Turn dials and handwheels to regulate machine actions.
- Watch lighted displays that indicate processing problems.
- Clear jammed materials from machines.
- Inspect finished products for defects.
- Weigh formed products.
- Place finished products on a rack or hand truck.
- Clean machinery and equipment.
- Operate or tend machines to: form, cool, and cut processed cheese; form sugar decorations for cakes; form chocolate stars or chips; shape dough before it is baked; form cooked grain into flakes of cereal; press shredded tobacco into plugs of chewing tobacco; press ingredients into feed pellets for poultry; roll, cut, and twine dough to form pretzels; form and wrap ice cream sandwiches; form wood pulp from slush; mold wax into cakes; mold plastic beads; and press clay into bricks.

- **HOURS OF WORK:**

Usually 40 hours per week, these jobs typically require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local factories or plants for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Machine Tool/Machine Shop
Industrial Arts Energy and Power Tech
Industrial Arts Materials and Process Tech
Industrial Arts—Visual Communications Tech.

- **EDUCATION/TRAINING NEEDED:**

On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	7663	DOT	691-382-014
MATRIX	61088280		691-382-010
GOE	06.02.02		
CIP	48.0503		

ARMY
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AIR FORCE
MARINES

VIEW SCRIPT—107a

NewHampshire VIEW
Vital Information for Education and Work

INSURANCE CLERK, MEDICAL

JOB DESCRIPTION:

These workers compile, record, file, or check information concerned with medical insurance for hospital or clinical patients. They compute refunds on insurance policies using a calculator or adding machine. They also may compute a total hospital bill. Their job requires contacting insurance companies to verify insurance coverage, to obtain information concerning extent of benefits, and, in some cases, to settle unpaid insurance claims.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	167	266	TOTAL	99	AVE. RATE	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Services-Other	100.0
CLARMONT	30	3		
CONCORD	15	2		
DOVER	10			
KEENE	13	2		
LACONIA	15	2		
LITTLETON	7			
MANCHESTER	29	3		
NASHUA	22	2		
PORTSMOUTH	16	2		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Hospitals or clinics
Benefit offices in large organizations
or businesses

NATIONAL WAGE RANGE:

$9,800-$19,000

WORK CONDITIONS:

Work while sitting for long periods

RELATED OCCUPATIONS:

Medical Records Clerk
Ward Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Verifies hospitalization insurance coverage.
- Computes patients' benefits.
- Compiles itemized hospital bills.
- Type insurance assignment from data, such as name of insurance company and policy holder, policy number, and physician's diagnosis.
- Telephone, write, or wire insurance company to verify patient's coverage and to obtain information concerning extent of benefits.
- Use adding or calculating machine to compute total hospital bill showing amounts to be paid by insurance company and patient.
- Answer patient's questions regarding statements and insurance coverage.
- Telephone or write companies with unpaid insurance claims to obtain settlement of claim.
- Prepare forms outlining hospital expense for governmental, welfare, and other agencies paying bill of specified patient.

• HOURS OF WORK:

People in these positions generally work a standard 35-40 hour week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See local hospital for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Medical Record Association
John Hancock Center, Suite 1850
875 N. Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing
Science
Allied Health
Accounting/Bookkeeping or
Record Keeping

• EDUCATION/TRAINING NEEDED:

Graudation from a Vocational/Technical College Program in Medical Records Technology

• SPECIAL REQUIREMENTS:

SOC	4784	**DOT**	214-362-022
MATRIX	40066846		
GOE	07.02.04		
CIP	17.0203		

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MARINES

VIEW SCRIPT—108a

New Hampshire VIEW

Vital Information for Education and Work

JANITORS, OTHER

JOB DESCRIPTION:

JANITORS and CLEANERS keep office buildings, hospitals, stores, and apartment houses clean and in good condition. They fix leaky faucets, empty trash, service restrooms, and mow lawns. They also do minor painting and carpentry jobs, wet-mop floors, vacuum carpets, dust furniture, make minor repairs, and kill insects. They use many different tools and cleaning materials. Some do heavy cleaning work. They may wash walls and windows, move furniture, shovel snow, and remove heavy trash.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	6341	8914	**TOTAL**	2573	**AVE. RATE**	4.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	255	34	Construction	2.00
CLARMONT	618	71	Manufacturing	17.20
CONCORD	567	74	Trans,Comm,Util	1.92
DOVER	567	73	Trade,Whol&Ret	16.80
KEENE	468	61	Finance,Ins,Re	6.42
LACONIA	532	58	Services-Other	12.52
LITTLETON	196	26	Government	33.14
MANCHESTER	1285	163		
NASHUA	995	135		
PORTSMOUTH	598	79		
PT. LAW-HAV	260	37		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Recreation facilities
Firms that supply building maintenance services on a contract basis
Stores and businesses
Nonprofit organizations
Utility companies
Any industry

NATIONAL WAGE RANGE:

$6.66-$9.80 per hour

WORK CONDITIONS:

Night and weekend work are common. Must follow instructions and work well on own.

RELATED OCCUPATIONS:

Cleaner, Industrial
Patch Worker
Janitor, Port
Waxer, Floor
Sexton
Cleaner, Window

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Sweep floors and scrub shower stalls in a golf club locker room.
- Adjust controls to heat or cool rooms.
- Clean soot from chimneys.
- Clean rooms where workers shower and change clothes.
- Clean and polish lighting fixtures in an office building.
- Cut and trim grass at an apartment complex.
- Use power equipment to remove snow around office buildings.
- Carry supplies to departments in a factory or plant.
- Arrange boxes and materials in a neat and orderly manner.
- Clean lint, dust, oil, and grease from machines in a plant.
- Scrub processing tubs and tanks.
- Pick up trash on plant grounds.
- Clean lab equipment such as glassware and metal instruments.
- Clean walls and ceilings in offices.
- Sweep the floors of a cotton-bale plant.
- Clean, wax, and polish floors by hand or machine.
- Replace furnace filters.

• HOURS OF WORK:

May work evening hours. Some jobs, however, call for daytime work. Many people in these jobs work part-time. 20-40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local businesses and industries for on-the-job training
Local guidance counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

Brotherhood of Maintenance of Way Employees
12050 Woodward Avenue
Detroit, Michigan 48203

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Building Maintenance

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Program in Building Maintenance

• SPECIAL REQUIREMENTS:

SOC	5244	DOT	382-664-010	381-687-018	ARMY	AIR FORCE
MATRIX	70020900		381-687-030	381-687-026	NAVY	MARINES
GOE	05.12.18		381-687-034	389-667-010	COAST GUARD	
CIP	46.0401		389-687-014			

VIEW SCRIPT—109a

New Hampshire VIEW
Vital Information for Education and Work

JUDGE

JOB DESCRIPTION:

Judges preside over courts of law and hold official hearings to settle legal disputes. They listen to cases being presented, examine evidence, advise the lawyers and juries, and set fines or sentences. In some cases, they decide verdicts. They may also perform marriage ceremonies and carry out legal research. Also included in this group are officials, such as hearing examiners and arbitrators, who do not preside over courts, but who do render decisions which have standing in courts of law.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	84	123	**TOTAL**	39	**AVE. RATE**	4.2

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**
BERLIN	4		Government 100.0
CLARMONT	6	1	
CONCORD	8	1	
DOVER	11	2	
KEENE	5		
LACONIA	8	1	
LITTLETON	3		
MANCHESTER	18	3	
NASHUA	10	1	
PORTSMOUTH	8	1	
PT. LAW-HAV	3		

WORK CONDITIONS:

- Inside work
- May sit for long periods
- May require some preparation before entering courtroom

ADVANCEMENT OPPORTUNITIES:

- Private practice
- Supreme court judge

SAMPLE PLACES OF WORK:

- Federal, state, and local court systems
- Federal, state, and local government agencies

NATIONAL WAGE RANGE:

$20,000–$60,000

RELATED OCCUPATIONS:

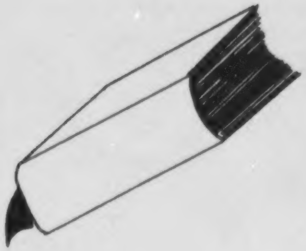
- Arbitrator
- Lawyer

VIEW SCRIPT—109b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Set rules of procedure for use in court hearings.
- Read or listen to charges made against people in court.
- Settle disputes between opposing attorneys.
- Sentence people in criminal cases.
- Conduct hearings to determine if there is reasonable and probable cause to hold defendants for trial.
- Instruct the jury to pay attention only to the facts from evidence presented.
- Research laws, regulations, and policies to prepare for an appeals hearing.
- Question witnesses.
- Prepare written decisions on cases or opinions on points of law.
- Recommend that compromise settlement offers be refused or accepted.
- Decide if injured or disabled persons should get unemployment or welfare benefits.



• HOURS OF WORK:

Some judges, such as justices of the peace and night-court magistrates, perform duties at night. Others keep regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Prelaw Handbook: Law School Administration
Services
Box 944
Princeton, New Jersey 08540

WHERE TO GET FURTHER INFORMATION:

Association of American Law Schools
1 Dupont Circle, N.W., Suite 370
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Federal & State Government
History
Algebra
Science
Sociology

• EDUCATION/TRAINING NEEDED:

4-year bachelor's education and
3-year professional education

• SPECIAL REQUIREMENTS:

Passing the MBE examination is required in 44 states including Washington, D.C.

SOC 2120
MATRIX 10242001
GOE 11.04.01
CIP

DOT 111-107-010

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

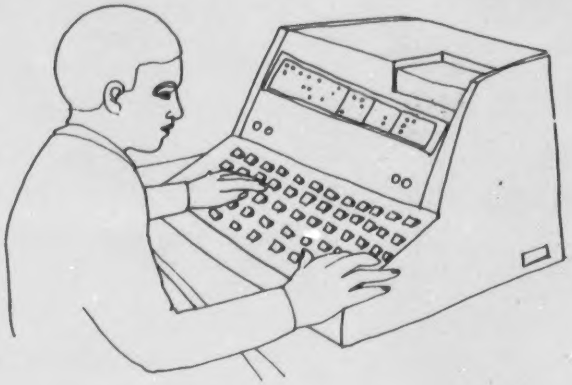
New Hampshire VIEW

Vital Information for Education and Work

KEYPUNCH OPERATOR

JOB DESCRIPTION:

Keypunch operators prepare input for computers and machines by punching patterns of holes in computer cards to represent numbers, letters, and characters. They use machines similar to a typewriter, or special machines that convert what they type to holes in cards or to magnetic impulses on tapes or disks. In most newer systems, the machine is equipped with an electronic screen that displays information as it is entered. Some workers typeset, check input, prepare braille, or code messages.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1499	2264	**TOTAL**	765	**AVE. RATE**	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	43	2	Construction	1.0
CLARMONT	134	12	Manufacturing	24.2
CONCORD	153	11	Trans, Comm, Util	1.7
DOVER	63	4	Trade, Whol & Ret	15.0
KEENE	141	11	Finance, Ins, Re	22.7
LACONIA	56	4	Services–Other	30.4
LITTLETON	28	2	Government	4.9
MANCHESTER	477	38		
NASHUA	193	18		
PORTSMOUTH	109	9		
PT. LAW-HAV	101	10		

ADVANCEMENT OPPORTUNITIES:

Managerial position

SAMPLE PLACES OF WORK:

Manufacturing firms
Banks
Government agencies
Insurance companies
Printing and publishing companies
Wholesale and retail trade companies
Firms that provide data processing services for a fee

NATIONAL WAGE RANGE:

$250–470 Weekly

WORK CONDITIONS:

Inside work
Sit for long periods
Could be tedious

RELATED OCCUPATIONS:

Verifier Operator
Magnetic Tape Composer Operator
Data Coder Operator
Data Typist

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Type coded commands on a computer terminal keyboard to enter and store data.
- Proofread a printout to correct keying errors.
- Type coded commands to a computer so it will produce finished copy.
- Read instructions to find out how to get a computer to format text in a certain way.
- Operate an electric typewriting machine to typeset master copies, such as stencils and photo-offsets, so copies can be made.
- Move levers to control the spacing between characters typed.
- Set stops to control margins of typed materials.
- Operate a machine, similar to a typewriter, to impress dots in metal sheets for making braille books.
- Load decks of punch cards or reels of magnetic tape into a machine.
- Use a worksheet to type a computer program.
- Set switches and press keys to generate magnetic impulses onto tape to record data.
- Operate s special typewriter that punches holes in tape or paper so that letters or reports can be reproduced from it.
- Operate an on-line computer typewriter terminal to enter data into a computer.

• HOURS OF WORK:

These workers have a 35 to 40 hour week. Some may work night or weekend shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
Local Businesses for on-the-job training
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information
Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing, Business Data Entry
Equipment Operator
Data Processing

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc
Business & Office Program
Graduation from Voc/Tech
College program in Applied Computer Technology

• SPECIAL REQUIREMENTS:

SOC 4793
MATRIX 40041001
GOE 07.06.02
CIP 07.0303
DOT 203-582-030, 203-382-018, 203-582-022, 203-582-070, 203-582-026

ARMY 74B N76 RES
NAVY DP
COAST GUARD OC-G1-G6
AIR FORCE N6
MARINES 4016

NewHampshire VIEW

Vital Information for Education and Work

LAWYER

JOB DESCRIPTION:

Lawyers advise individuals and businesses on legal matters. They consult with clients to determine the details of problems, advise them of the laws, and suggest action that might be taken. They also study and interpret laws, draft legal papers, and represent clients in courts of law. Many lawyers specialize in a certain branch of law. Some help write laws and establish ways to enforce them. A few teach or hold management positions.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	499	815	TOTAL	316	AVE. RATE	5.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	14	2	Manufacturing	3.0
CLARMONT	26	4	Trans, Comm, Util	.6
CONCORD	68	8	Finance, Ins, Re	3.6
DOVER	42	5	Services–Other	75.4
KEENE	29	4	Government	17.4
LACONIA	38	4		
LITTLETON	9	2		
MANCHESTER	151	18		
NASHUA	59	7		
PORTSMOUTH	53	6		
PT. LAW-HAV	10	2		

ADVANCEMENT OPPORTUNITIES:

Private practice
Judge

SAMPLE PLACES OF WORK:

Banks
Public utilities
Law firms and private practices
Federal, state and local governments
Transportation firms
Real estate agencies
Welfare and religious organizations
Law schools
Business firms
Insurance companies
Manufacturing firms

NATIONAL WAGE RANGE:

$10,000–$60,000

WORK CONDITIONS:

Inside work
May sit for long hours
Often tedious and confining work
Considerable pressure at times

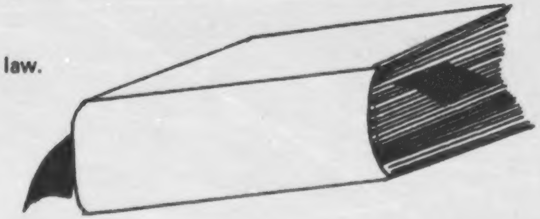
RELATED OCCUPATIONS:

Bar Examiner
District Attorney
Insurance Attorney
Tax or Title Attorney
Criminal, Admiralty, Corporation, Patent, Probate or Real Estate Lawyer specialties

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Draft wills and deeds of trust to help clients plan their estates.
- Gather evidence in a divorce case to begin a legal action.
- Talk with clients and witnesses to get the facts of a criminal case.
- Present evidence in court against a person accused of a crime.
- Recommend changes in the wording of insurance policies to make sure they conform with the law.
- Draw up bills of sale.
- Study the Constitution and other laws to build a defense for a corporate client.
- Prepare applications for patents.
- Draw up leases for rental property.
- Advise clients on estate, gift, and excise taxes.
- Prepare cases for trial.
- Prepare questions for the law board exam.



• HOURS OF WORK:

Many lawers work more than 40 hours per week while conducting research, conferring with clients or preparing briefs.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Prelaw Handbook
Law School Administration Services
Box 944
Princeton, NJ 08540

WHERE TO GET FURTHER INFORMATION:

Association of American Law Schools
1 Dupont Circle, N.W., Suite 370
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Federal & State Government
History
Algebra
Science
Sociology
Business Dynamics

• EDUCATION/TRAINING NEEDED:

4-year bachelor's education and
3-year professional education

• SPECIAL REQUIREMENTS:

Passing the MBE examination which is required in 44 states including Washington, D.C.

SOC 2110
MATRIX 10242202
GOE 11.04.02
CIP 22.0101

DOT 110-107-010 110-107-014
110-117-038 110-117-042
110-167-010 110-117-010
110-117-014 110-117-018

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—112a

New Hamps[illegible]ire VIEW
Vital Information for Education and Work

LIBRARIAN, PROFESSIONAL

JOB DESCRIPTION:

Librarians make information available to people in libraries. They select, order, catalog, and take care of library materials such as books, magazines, newspapers, films, and records. They also help people find information they need. Other duties which they may perform include: supervising staff, preparing budgets, repairing materials, and handling special collections.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	711	987	**TOTAL** 276	**AVE. RATE** 3.5		

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	29	3	Manufacturing	1.1
CLARMONT	95	8	Finance,Ins,Re	.4
CONCORD	74	8	Services-Other	20.3
DOVER	83	9	Government	78.2
KEENE	37	4		
LACONIA	69	7		
LITTLETON	30	3		
MANCHESTER	123	12		
NASHUA	88	9		
PORTSMOUTH	61	6		
PT. LAW-HAV	22	3		

ADVANCEMENT OPPORTUNITIES:

Administrative position

SAMPLE PLACES OF WORK:

Public libraries
Colleges and universities
Public and private elementary and high schools
Private industries, government agencies, hospitals, prisons, and other places that have special libraries

NATIONAL WAGE RANGE:

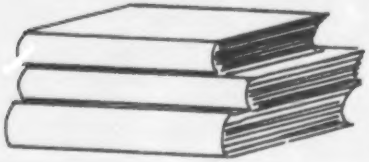
$12,218-$25,500

WORK CONDITIONS:

Inside work
Pleasant working conditions
May sit for long periods
Close attention to detail

RELATED OCCUPATIONS:

Librarian specialties such as: Music, Audiovisual, Bookmobile, Children's, Institution, Young Adult, Acquisitions, and Special Collections
Chief Librarian



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Describe or show people how to use catalog files.
- Arrange displays of books and other library materials.
- Select and order books and audiovisual material that will have wide interest.
- Work with teachers to provide materials for classroom instruction.
- File cards into assigned sections of a card catalog.
- Conduct storytelling, book talks, puppet shows, and film programs for children.
- Teach workers about special reference subjects.
- Plan and direct a library program for residents and staff in a prison or mental institution.
- Compile lists of books and articles on a special subject.

- **HOURS OF WORK:**

Some librarians work during evenings and/or weekends. Others work a normal 40 hour week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Library Association
50 East Huron Street
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Literature
Operate, Maintain, and Repair AV Equipment
Communication Systems

- **EDUCATION/TRAINING NEEDED:**

Graduation from a Library Science College Program

- **SPECIAL REQUIREMENTS:**

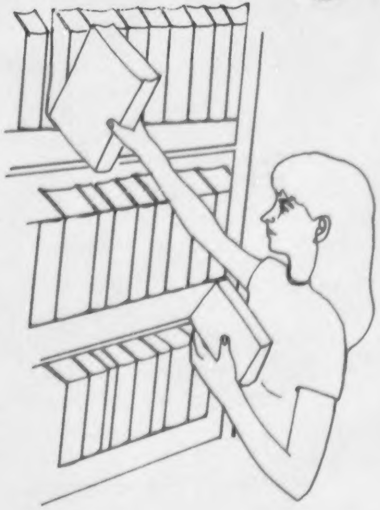
State Certification

SOC	2510	DOT	100-127-014	100-167-026	ARMY	AIR FORCE
MATRIX	10242401		100-367-022	100-367-026	NAVY	MARINES
GOE	11.02.04		100-127-010	100-167-010	COAST GUARD	
CIP	25.0101		100-167-014	100-167-018		

New Hampshire VIEW

Vital Information for Education and Work

LIBRARY ASSISTANT



JOB DESCRIPTION:

These workers help professional librarians by performing such duties as checking out books, shelving books and doing other work not requiring professional library training.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	213	248	**TOTAL** 35	**AVE. RATE** 1.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Services—Other	61.8
CLARMONT	123	6	Government	38.2
CONCORD	7			
DOVER	44	3		
KEENE	9			
LACONIA	8			
LITTLETON	1			
MANCHESTER	14	1		
NASHUA	3			
PORTSMOUTH	2			
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Public libraries
Schools

NATIONAL WAGE RANGE:

$8,951 – $15,193

WORK CONDITIONS:

Inside work
Few hazards

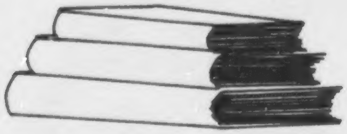
RELATED OCCUPATIONS:

Library Clerk, talking books
Registration clerk
Page

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Send overdue notices and collect fines
- Sort books and put them in their proper places
- Check books in and out for people
- Inspect returned books for damage
- File cards in catalogue drawers
- Assist in locating books and magazines
- Assist in record keeping
- Issue identification cards
- Refer inquiries of professional nautre to the librarian



- **HOURS OF WORK:**

May work part time

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local libraries for on-the-job training
Local Guidance Counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

Council on Library/Media Technical Assistants
Wilbur Wright College Library
3900 North Austin Avenue
Chicago, Ill. 60634

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Communication Systems Operatons
Literature
Media
Operation Maintenance Repair A.V. Equipment

- **EDUCATION/TRAINING NEEDED:**

Post High School
On-the-Job Training
Graduation from Library Science College Program

- **SPECIAL REQUIREMENTS:**

SOC	4753	DOT	249 367 046	ARMY	71a	AIR FORCE	60251
MATRIX	40063001		249 365 010	NAVY	KK-2815	MARINES	3121
GOE	11.02.04		249 687 014	COAST GUARD	SK		
CIP	07.0705						

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New Hampshire VIEW

Vital Information for Education and Work

LICENSED PRACTICAL NURSES

JOB DESCRIPTION:

Licensed practical nurses help care for sick and injured people in hospitals, clinics, doctors' offices, and private homes. They work under the direction of doctors and registered nurses to provide bedside patient care and help examine and treat patients. They bathe, dress, feed, and give medicines to patients. They also try to make patients comfortable and cheer them up. Those who work in a doctor's office may set appointments, record medical information, and perform other clerical tasks.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1390	2203	**TOTAL**	813	**AVE. RATE**	5.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	54	7	Finance,Ins,Re	.2
CLARMONT	202	25	Services-Other	89.1
CONCORD	152	18	Government	10.7
DOVER	97	12		
KEENE	124	16		
LACONIA	129	16		
LITTLETON	57	7		
MANCHESTER	262	32		
NASHUA	173	21		
PORTSMOUTH	127	16		
PT. LAW-HAV	14	2		

WORK CONDITIONS:

Inside, can be stressful
On your feet for many hours

ADVANCEMENT OPPORTUNITIES:

Little advancement without additional training

SAMPLE PLACES OF WORK:

Hospitals
Nursing homes
Sanitarium and other long-term care facilities
Public health agencies
Welfare and religious organizations
Private homes
Clinics
Doctors' offices

NATIONAL WAGE RANGE:

$8,952-$12,500 annually

RELATED OCCUPATIONS:

Nurses Aide
Orderly
Attendant
Birth Attendant
Licensed Practical Nurse

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Take patients' temperature, blood pressure, and pulse rate.
- Give enemas and alcohol rubs.
- Dress wounds with bandages and medicines.
- Assemble equipment such as oxygen units.
- Prepare food trays and feed patients.
- Record patients' daily fluid intake and output.
- Bathe and dress patients.
- Clean rooms and make beds.
- Take care of small infants.
- Give medicines to patients.

- **HOURS OF WORK:**

Generally a 40-hour week in hospitals, but often includes work at night and on weekends and holidays. In private homes practical nurses usually work 8 to 12 hours a day and go home at night. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local hospital
See Appendix B
See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National League for Nursing
10 Columbus Circle
New York, New York 10009

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Science
Chemistry
Physiology
Biology
Math
Allied Health, Other

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech College
Program in Practical Nursing

- **SPECIAL REQUIREMENTS:**

State license

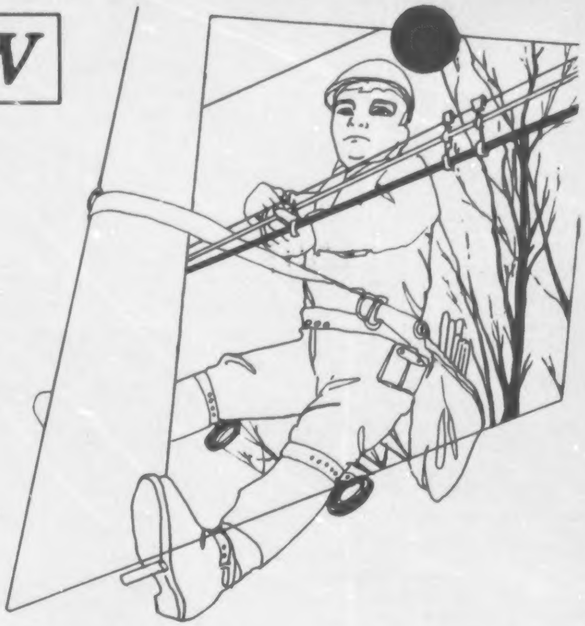
SOC	3660	**DOT**	079-374-014
MATRIX	10121010		
GOE	10.02.01		
CIP	17.0605		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT–115a

NewHampshire VIEW
Vital Information for Education and Work

LINE INSTALLER/REPAIRER



JOB DESCRIPTION:

These workers construct, repair, and service electric power lines. This includes power cables and lines for TV antennas, trolley cars, street lights, lightning rods, and traffic signals. They may erect and repair posts or poles that support the wires and cables. They may work on underground cable systems or on overhead cables and lines. They splice, solder, and insulate wires and test them for defects. They follow blueprints and manuals and use electricians' hand tools and testing devices.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	584	646	**TOTAL**	62	**AVE. RATE**	1.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	19		Construction	3.3
CLARMONT	25		Trans,Comm,Util	96.7
CONCORD	59	2		
DOVER	28			
KEENE	24			
LACONIA	51	2		
LITTLETON	29			
MANCHESTER	216	5		
NASHUA	33			
PORTSMOUTH	99	2		
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Light, heat, and power companies
Construction companies
Business that install and maintain own power systems
Independent contractor
Self-employment

NATIONAL WAGE RANGE:

$9.30 per hour Average

WORK CONDITIONS:

Sometimes underground
In all weather
Climbing poles
Hazardous conditions

RELATED OCCUPATIONS:

Line Erector
Tower Erector
Line Maintainer
Service Restorer, Emergency

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Install, service, and repair:
  - Telephone and telegraph lines.
  - Electrical power lines and cables.
  - Community TV antenna cables.
  - Transformers, fuse boxes, and relays in underground substations.
  - Poles, feeder cables, and wiring used in street-railway systems.
- Climb poles and install lightning rods, phone wires, and other equipment.
- Locate the source of disturbance to an electric power line, using electrical testing equipment.
- Climb poles and towers to replace or repair overhead conductors, switches, and fuses.
- Use math to determine the electrical resistance needed on wires.
- Connect TV sets to an antenna system.
- Test cables and wiring to detect broken circuits or faulty connections.
- String wire conductors between poles.
- Splice, solder, and insulate wiring to join sections of a power line.
- Work as line erector apprentice.

• HOURS OF WORK:

These workers sometimes may work overtime or during nights or weekends to make emergency repairs.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local electric power and telephone company
See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Electrical Workers
1125 15th Street, N.W., Suite 1201
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Electrician
machine Tool/Machine Shop
Physics
Industrial Arts—Energy & Power Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc
Construction Trades Program
Graduation from Voc/Tech College
Program in Electronics

• SPECIAL REQUIREMENTS:

SOC	6433	**DOT**	822-381-014
MATRIX	50120202		
GOE	05.05.05		
CIP	46.0303		

ARMY	36C	**AIR FORCE**	36150
NAVY	CE	**MARINES**	2512
COAST GUARD	TT		

New Hampshire VIEW

Vital Information for Education and Work

LOAN CLOSER

JOB DESCRIPTION:

These workers prepare papers and assemble documents to obtain loans for builders to finance new construction. Their job includes forwarding applications to loan company for approval, drawing up closing papers showing financial transactions, and records deeds with title company and municipal authorities.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	201	331	TOTAL	130	AVE. RATE	5.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7	2	Finance,Ins,Re	100.0
CLARMONT	18	4		
CONCORD	24	1		
DOVER	15	1		
KEENE	16	1		
LACONIA	16			
LITTLETON	5			
MANCHESTER	48	5		
NASHUA	26	4		
PORTSMOUTH	30	2		
PT. LAW-HAV	3			

WORK CONDITIONS:

Inside, sedentary, working with people

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager

SAMPLE PLACES OF WORK:

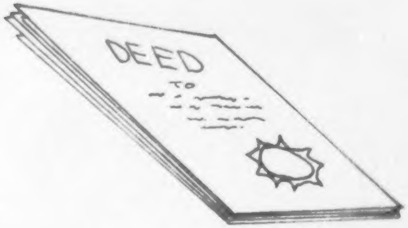
Banks and other financial firms
Government agency

NATIONAL WAGE RANGE:

Unknown

RELATED OCCUPATIONS:

Loan Closer
Disbursement Clerk



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Forward applications for loans, construction plans, and credit ratings to loan company.
- Receive approval of company and orders preliminary title reports, and covenants.
- Draw up closing papers.
- Records deed with title company and municipal authorities.
- May draw up notes, trust deeds, and agreements.
- Obtain signatures.

- **HOURS OF WORK:**

35-40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See local banking firms or retail businesses for on-the-job training
Local guidance counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

American Bankers Association
Bank Personnel Division
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Typing
Accounting/Bookkeeping/Recordkeeping

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Business & Office Program

- **SPECIAL REQUIREMENTS:**

SOC	4649	DOT	249-367-050
MATRIX	470066801		
GOE	07.01.04		
CIP	07.0204		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

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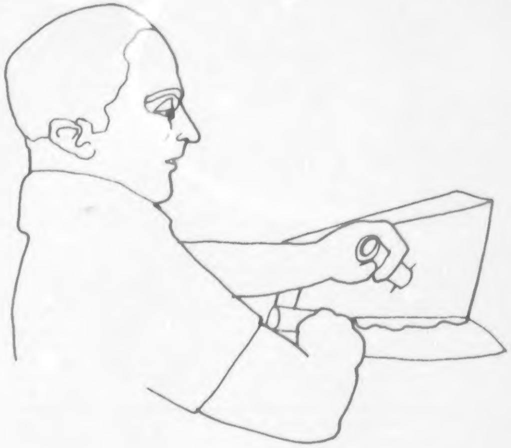
New Hampshire VIEW

Vital Information for Education and Work

MACHINE TOOL OPERATOR, COMBINATION

JOB DESCRIPTION:

These workers set up, operate, or tend machines that shape, fit, form, or condition metal and plastic materials. Sample work includes controlling equipment used to mix or remove impurities from metals. Some workers tend machines that straighten, polish, cut, or press holes in parts or products. Other work duties may include: loading materials, adjusting controls, installing machine tools, and checking finished work for defects. They also may keep records of gauge readings, test results, or products processed.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1129	2001	**TOTAL**	872	**AVE. RATE**	7.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9	1	Manufacturing	99.9
CLARMONT	250	40	Government	.1
CONCORD	39	3		
DOVER	186	27		
KEENE	148	15		
LACONIA	125	14		
LITTLETON	3			
MANCHESTER	84	8		
NASHUA	206	21		
PORTSMOUTH	55	6		
PT. LAW-HAV	24	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories or plants
Foundries
Iron and steel mills
Ore refineries
Machine shops
Farms

NATIONAL WAGE RANGE:

$8.14 per hour is average

WORK CONDITIONS:

Inside work
Some hazards

RELATED OCCUPATIONS:

Transfer Machine Operator
Machine Set-up Operator
Machine Operator, Centrifugal Control Switches
Production Machine Tender
Trim Machine Operator
Tool Machine Set-up Operator

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Operate or tend machines.
- Use hand tools to install machine tools.
- Load materials into machines.
- Adjust machine settings and controls.
- Sort scrap metal parts by type of metal.
- Move controls to pour hot metal mixers and molds.
- Check, clean, and tighten electrical connections.
- Watch temperature, flow, and pressure gauges to check machine operations.
- Inspect pumps, motors, and valves.
- Position workpieces in a machine.
- Skim waste products from metal being refined, using a steel hoe.
- Draw samples of gasses and fluids for lab tests.
- Keep records of gauge readings and lab test results.
- Follow layout marks to drill bolt holes in metal or plastic material.
- Use precision measuring devices to check workpieces for defects.
- Give directions to workers who clean equipment and weigh and store articles.
- Keep production and storage records.

- **HOURS OF WORK:**

Work hours may vary. Plant or factory workers may work on shifts. Continuous processes may involve night and weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local union for machine operators
Local guidance counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool
Buiding Association
7901 Westpark Drive
McLean, VA 22102

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TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials & Process Tech.
Machine Tool/Machine Shop
Blueprint Reading
Math
Physics

- **EDUCATION/TRAINING NEEDED:**

On-the-job training

Graduation from approved Sec/Voc
Precision Production Program
Graduation from Voc/Tech College
Program in Machine Operation

- **SPECIAL REQUIREMENTS:**

SOC	7529	**DOT**	601-280-054	609-685-022
MATRIX	61021402		600-380-018	609-682-022
GOE	[illegible].05.07		609-685-018	609-685-026
CIP	48.0503			

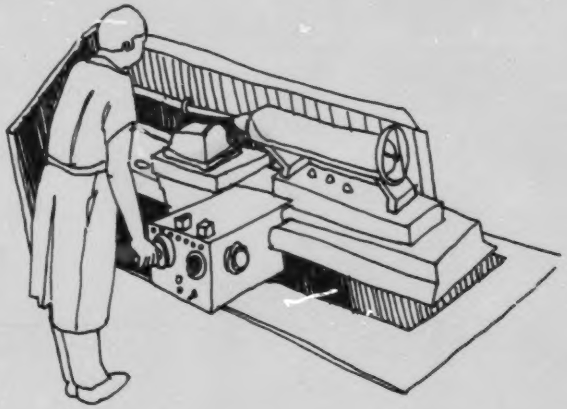
ARMY	**AIR FORCE**
NAVY	**MARINES**
COAST GUARD	

New Hampshire VIEW
Vital Information for Education and Work

MACHINE TOOL OPERATOR, NUMERICAL CONTROL

JOB DESCRIPTION:

Sets up and operates multi-purpose numerically controlled machines to perform any combination of machining operations such as milling, drilling, reaming, or broaching metal workpieces to specifications. Reviews specifications and determines sequence of set up operations and dimensions of finished workpiece. Adjusts machine according to specifications and sets the machine tape on card for correct number. Monitors the accuracy of the machine.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	584	882	**TOTAL**	298	**AVE. RATE**	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	3		Manufacturing 100.0
CLARMONT	91	6	
CONCORD	31	4	
DOVER	59	5	
KEENE	93	9	
LACONIA	59	6	
LITTLETON	6	1	
MANCHESTER	59	6	
NASHUA	153	17	
PORTSMOUTH	19	2	
PT. LAW-HAV	11	2	

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories
Toolrooms and machine shops
Clock and watch manufacturers
Ammunition factories
Companies that make plastic products
Companies that make musical instruments

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

WORK CONDITIONS:

Indoors, noisy, dusty

RELATED OCCUPATIONS:

Automatic Wheel Line Operator
Drill Press Operator
Milling Machine Operator
Shot Peening Operator
Lathe Operator
Router Set-up Operator
Jig-Boring Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Positions metal stock in position using rule and caliper, and secures workpiece in place using clamps and bolts.
- Assembles cutting tools in tool holders.
- Verifies accuracy of the machine according to specifications.
- Notifies supervisor of discrepancies.
- Adjusts machine parts according to specifications.
- Reads process sheets, blueprints, and sketches.
- Installs machine attachments.
- Uses precision gauges and instruments to adjust machine units.

• HOURS OF WORK:

Usually standard 40-hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local machinist union for on-the-job training
See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Blueprint Reading
Industrial Arts–Materials & Process Tech
Industrial Arts–Energy & Power Technology

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Precision Production Program
Graduation from Voc/Tech College
Program in Machine Operation
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	7512	DOT	609-682-010	606-362-010	ARMY	AIR FORCE
MATRIX	61021403		605-380-010	617-280-010	NAVY	MARINES
GOE	06.02.02		604-362-010	605-360-010	COAST GUARD	
CIP	48.0503		609-662-010	606-382-014		

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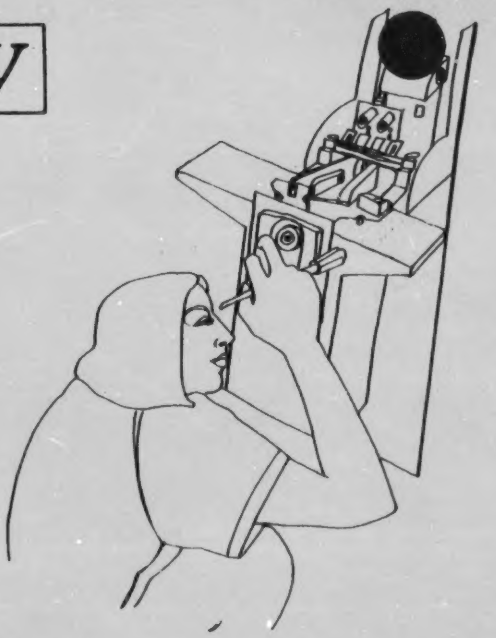
New Hampshire VIEW

Vital Information for Education and Work



MACHINE TOOL SETTER, METAL

JOB DESCRIPTION:

These workers set up and operate machines used to shape or form metal parts for products. They generally work with several types of machines, and may set up a variety of machines for other workers to operate. They follow blueprints and charts to prepare the machines for operations. They install and adjust machine units and repair or replace faulty parts. They operate the machines by moving controls, such as switches and valves. They may place stock in the machine by hand or with a hoist. They also measure finished parts, sharpen tools, and oil machinery units as required.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	566	941	**TOTAL**	375	**AVE. RATE**	6.0

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	1		Manufacturing	100.0
CLARMONT	83	9		
CONCORD	37	2		
DOVER	96	7		
KEENE	101	7		
LACONIA	64	7		
LITTLETON	2			
MANCHESTER	58	4		
NASHUA	85	8		
PORTSMOUTH	23	3		
PT. LAW-HAV	15	1		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Manufacturing plants
Machine shops

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

WORK CONDITIONS:

Primarily indoors, noisy
Some hazards

RELATED OCCUPATIONS:

- Buffing Line Set-Up Worker
- Trim Machine Adjuster
- Job Setter
- Automatic Spinning Lathe Setter
- Grinder Machine Setter
- Threading Machine Setter
- Machine Try-out Setter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Set up and operate machines such as lathes, grinders, and saws.
- Read work orders to locate cutting layout lines on stock.
- Study blueprints, sketches, and standard charts.
- Install and adjust machine attachments, using hand tools.
- Compute machine settings required to machine parts.
- Place stock on a cutting table by hand or by using a hoist.
- Move controls to position tools and workpieces.
- Turn a valve to direct coolant or cutting oil against workpieces being machined.
- Change worn cutting tools and adjust the cutting speed, feed rate, and depth of cut, as required.
- Check the dimensions of finished workpieces.
- Make minor repairs to machines.
- Sharpen die cutters on a grinding wheel.
- Grease and oil machinery, using a grease gun, oilcan, and brush.
- Set up and adjust lathes, milling machines, and drill punches for other workers to use.
- Set up a variety of machines to cut, drill, bore, and assemble clock and timer parts.

• HOURS OF WORK:

Some of these jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local office of the International Union of Machine Operators
See Appendix A for Apprenticeship
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool
Builders Association
7901 West Park Drive
McLeon, VA 22102

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Materials & Process Tech.
Machine Tool/Machine Shop
Blueprint Reading
Physics

• EDUCATION/TRAINING NEEDED:

Apprenticeship Program rogram
Graduation from approved Sec/Voc
Precision Production Program
Graduation from Voc/Tech College
Program in Machine Operation

• SPECIAL REQUIREMENTS:

SOC	7329	DOT	600-360-010
MATRIX	50061003		
GOE	06.01.05		
CIP	48.0503		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

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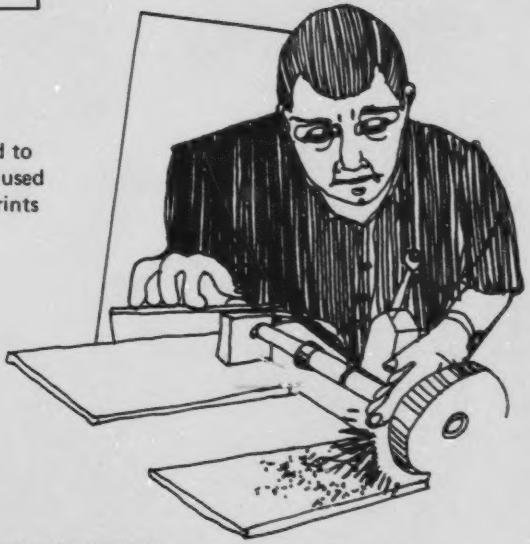
New Hampshire VIEW

Vital Information for Education and Work

MACHINISTS

JOB DESCRIPTION:

Machinists shape pieces of metal into machine parts. They know how to set up and operate most types of machine tools used to make or repair metal parts for cars, machines, and other equipment. They also know about the working properties of metals used to make these parts. They plan and carry out all the operations needed to make a machined product. They work from blueprints and drawings to select tools and materials for the job and plan the cutting and finishing of parts.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979 1115	1990 1552	**TOTAL** 437	**AVE. RATE** 3.6
LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	56	3	Manufacturing	91.6
CLARMONT	64	4	Trans,Comm,Util	.1
CONCORD	80	6	Trade,Whol&Ret	4.6
DOVER	185	11	Services-Other	3.1
KEENE	91	7	Government	.6
LACONIA	76	5		
LITTLETON	11			
MANCHESTER	158	10		
NASHUA	281	21		
PORTSMOUTH	88	6		
PT. LAW-HAV	25	2		

WORK CONDITIONS:

Possible hazards include flying metal chips and falling metal
Exposed to dust, noise, and grease

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Auto manufacturers
Electrical products manufacturers
Motion picture industries
Transportation equipment manufacturers
Fabricated metal products industries
Railroad industries
Textile industries
Federal government, especially in Navy yards and other installations

NATIONAL WAGE RANGE:

$9.63 per hour (average)

RELATED OCCUPATIONS:

Machinist Apprentice	Model Maker, Firearms
Fluid Power Mechanic	Fixture Maker

Machinist Specialties: Automotive, Maintenance, Experimental, Motion-Picture Equipment

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Follow blueprints to measure and mark silver, steel, or plastic so it can be machined into a tool.
- Set up and operate lathes, drill presses, and grinders.
- Treat metal parts with heat to make them stronger.
- Use electronic gauges to check the sizes of machine parts.
- Clean parts, before and after they are machined.
- Spray worn parts with liquid aluminum or zinc to build them up.
- Work with engineers to design and make new machine parts.
- Take machinery apart and inspect its parts for needed repairs.
- Work under contact as a machinist's apprentice to learn the trade.
- Use machine tools to make or repair timing devices for machines.
- Fit and install springs, timing devices, and gears in machinery.
- Spray enamel on completed parts to protect them.
- Use bolts, screws, tweezers, wrenches, and screwdrivers to put together springs and dials.
- Install electrical parts such as sockets and switches.
- Use voltameters to test assembled instruments.
- Position workpieces in a vise or some other holding device so they can be machined.
- Remodel and repair sound recording equipment used to make motion pictures.

• HOURS OF WORK:

Normal 40 hour work week. Some may work shifts, nights, or weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Machine Tool Builders Association for apprenticeship training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool Builders Association
7901 Westpark Drive
McLean, Virginia 22102

Local offices of State Employment Services

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Physics
Machine Tool/Machine Shop
Industrial Arts–Energy & Power Technology
Industrial Arts–Materials and Process Technology
Industrial Arts–Visual Communicatioins Technology

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College
Program in Machine Operation
4-year Apprenticeship Program

• SPECIAL REQUIREMENTS:

SOC	6813	DOT	600-280-022	714-281-018	ARMY	44E	AIR FORCE	53150
MATRIX	50061206		600-280-030	600-280-026	NAVY	MR	MARINES	2161
GOE	05.05.07		600-281-010	609-380-010	COAST GUARD	MK		
CIP	48.0503		600-260-018	600-380-010				

New Hampshire VIEW

Vital Information for Education and Work

MAID/HOUSECLEANER

JOB DESCRIPTION:

Maids clean rooms in hotels, motels, hospitals, dormitories, office buildings, and other such places. They also may provide services to guests or residents. They clean wards, bedrooms, baths, offices, and halls. They also deliver laundry, make beds, and replace soiled linens and drapes. They may move and arrange furniture, turn mattresses, and deliver TV sets, cribs, rollaway beds and other items to rooms. Some also may clean swimming pools, driveways, and garage areas.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979 2188	1990 3142	TOTAL 1305	AVE. RATE 4.4
LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	172	21	Finance,Ins,Re	1.9
CLARMONT	186	27	Services-Other	91.7
CONCORD	160	21	Government	6.4
DOVER	232	31		
KEENE	188	26		
LACONIA	298	37		
LITTLETON	171	20		
MANCHESTER	298	44		
NASHUA	210	29		
PORTSMOUTH	235	31		
PT. LAW-HAV	50	6		

ADVANCEMENT OPPORTUNITIES:

Supervisors
Executive housekeepers

SAMPLE PLACES OF WORK:

Hospitals and nursing homes
Hotels, motels, and tourist homes
Restaurants and clubs
School and college dormitories
Beauty parlors, barber shops, and other businesses

NATIONAL WAGE RANGE:

$7,500-$40,000 annually

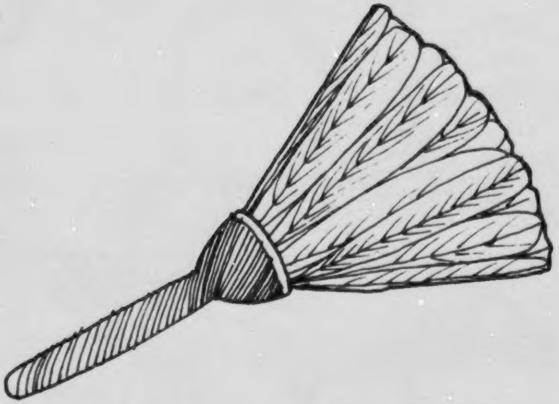
WORK CONDITIONS:

Inside, lifting, bending, and stooping necessary

RELATED OCCUPATIONS:

Hospital Cleaner
Housekeeping Cleaner

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Make beds and vacuum carpets.
- Wash bedframes, brush mattresses, and remake beds after patients leave the hospital.
- Keep storage rooms neat and orderly.
- Remove patients' trays and dishes.
- Sort, count, and fold towels and other linens in a school dorm, hotel, or beauty parlor.
- Move furniture, hang drapes, and roll carpets.
- Decorate rooms for banquets.
- Deliver baby cribs and ironing boards to guests in their hotel rooms.
- Collect soiled linens for laundering.

- **HOURS OF WORK:**

May be required to work at nigh and on weekends and holidays. Some maids work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local motels and hotels for
on-the-job training
See Appendix A

WHERE TO GET FURTHER INFORMATION:

American Hotel Association
221 West 57 Street
New York, New York 10022

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Vocational Home Economics
Vocational Health Occupations
Science
Consumer & Homemaking

- **EDUCATION/TRAINING NEEDED:**

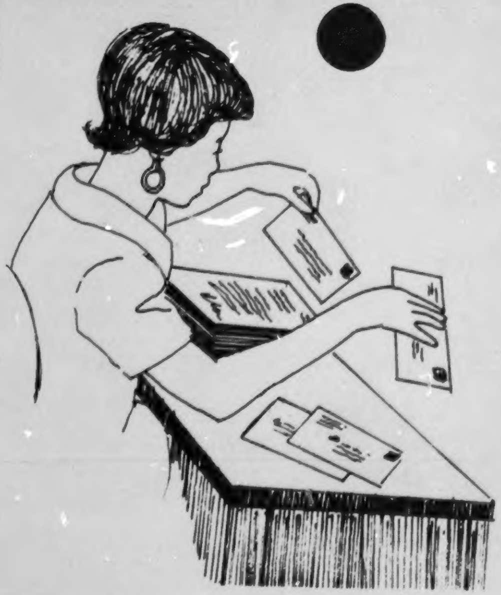
On-the-job training

Graduation from approved Sec/Voc
Program for Handicapped students

- **SPECIAL REQUIREMENTS:**

SOC	5242	DOT	323-687-014	ARMY	AIR FORCE
MATRIX	70020201		323-687-010	NAVY	MARINES
GOE	05.12.18			COAST GUARD	
CIP					

New Hampshire VIEW
Vital Information for Education and Work



MAIL CLERK

JOB DESCRIPTION:

These CLERKS prepare incoming and outgoing mail for distribution. When letters are received in an office, they stamp them with the date and then open, read, and sort them. They sort mail by destination and type, such as "bills," "orders," and "payments." Once the mail is sorted, they route it to the proper person or office for handling. They also prepare outgoing mail by sealing and stamping envelopes and packages. They may keep records of letters received and sent out. They also may use mail preparing and handling machines to process mail.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	185	271	**TOTAL**	86	**AVE. RATE**	4.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	2		Finance,Ins,Re	71.5
CLARMONT	14	1	Services-Other	9.5
CONCORD	23	3	Government	19.0
DOVER	7	1		
KEENE	28	3		
LACONIA	5			
LITTLETON	1			
MANCHESTER	75	8		
NASHUA	10	1		
PORTSMOUTH	19	2		
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Higher level nonsupervisory position:
- Expeditor or Window Service Technician

Supervisory position

SAMPLE PLACES OF WORK:

Companies that print and publish items:
- financial institutions, wholesale and retail companies, stores, business firms and industries

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work
Office work
Some standing, stooping, and bending

RELATED OCCUPATIONS:

Routing Clerk
Direct-Mail Clerk
Parcel Post Clerk
Mailing Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Sign receipts for mail and record when it arrived.
- Open and sort mail and stamp it with the date it was received.
- Type routing slips.
- Record the names of people who sent letters to transfer stocks.
- File records and receipts for stock transfer orders.
- Mail letters, ads, and sample goods to possible customers.
- Open envelopes by hand or machine.
- Readdress mail that cannot be delivered due to incomplete or incorrect addresses.
- Keep a ledger of mail received and distributed.
- Take outgoing registered mail to the post office.
- Operate a machine that addresses, weighs, and bundles magazines or catalogs for mailing.

• HOURS OF WORK:

Generally, these workers have a standard 35-40 hour work week, during regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local printing companies, financial institutions, local business firms or industries for on-the-job training
Local guidance counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

American Society for Public Administration
1829 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Communication Systems Operations
Accounting/Bookkeeping/Record Keeping
Typing & General Office Related
Programs

• EDUCATION/TRAINING NEEDED:

High School Graduate
Graduation from approved Sec/Voc
Business & Office Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	4744	**DOT**	209-587-026	209-567-018	**ARMY**	--		**AIR FORCE**	70250
MATRIX	40063402		243-367-010	209-587-018	**NAVY**	PC		**MARINES**	0161
GOE	07.05.04		209-562-014	249-687-010	**COAST GUARD**		QC-PC		
CIP	07.0706								

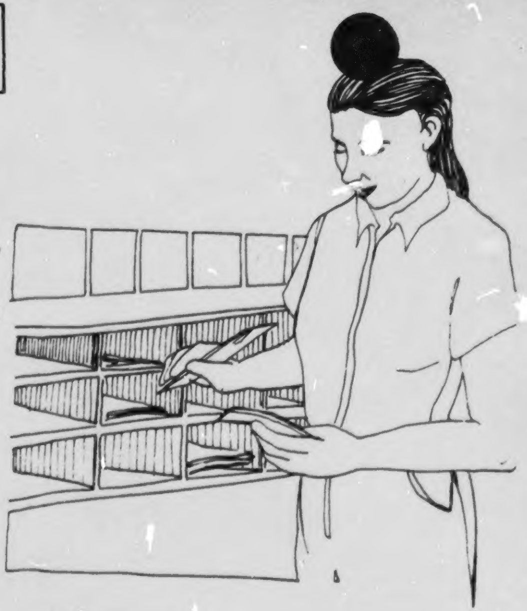
NewHampshire VIEW

Vital Information for Education and Work

MAILER

JOB DESCRIPTION:

These people prepare incoming and outgoing mail for distribution. When letters are received in an office, they stamp them with the date and then open, read, and sort them. They sort mail by destination and type, such as "bills," "orders," and "payments." Once the mail is sorted, they route it to the proper person or office for handling. They also prepare outgoing mail by sealing and stamping envelopes and packages. They may keep records of letters received and sent out. They also may use mail preparing and handling machines to process mail.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	165	218	TOTAL	53	AVE. RATE	2.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	2		Manufacturing	97.6
CLARMONT	18	2	Services-Other	2.4
CONCORD	76	7		
DOVER	6			
KEENE	19	2		
LACONIA	3			
LITTLETON				
MANCHESTER	18	2		
NASHUA	17	1		
PORTSMOUTH	4			
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Higher level nonsupervisory position
Expeditor
Winder Service Technician
Supervisory position

SAMPLE PLACES OF WORK:

Wholesale and retail companies
Companies that print and publish items
 such as magazines, catalogs, and pamphlets
Financial institutions
Any business, firm, or industry that sends or
 receives large amounts of mail

NATIONAL WAGE RANGE:

Not available

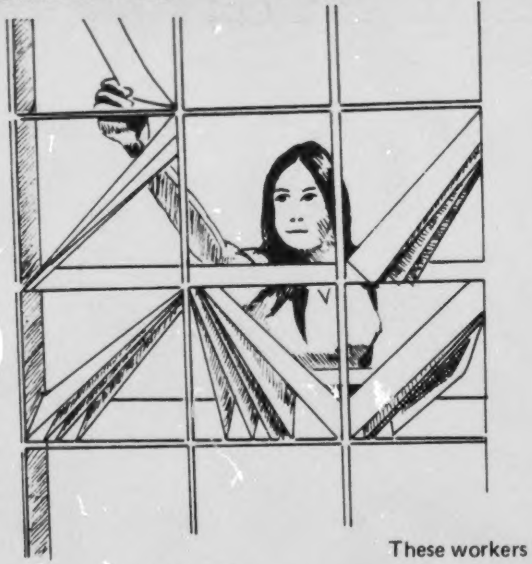
WORK CONDITIONS:

Inside work
Some standing, stooping, bending, and lifting

RELATED OCCUPATIONS:

Mail Carrier

VIEW SCRIPT–123b



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Sign receipts for mail and record when it arrived.
- Open and sort mail and stamp it with the date it was received.
- Type routing slips.
- Record the names of people who sent letters to transfer stocks.
- File records and receipts for stock transfer orders.
- Mail letters, ads, and sample goods to possible customers.
- Open envelopes by hand or machine.
- Readdress mail that cannot be delivered due to incomplete or incorrect addresses.
- Keep a ledger of mail received and distributed.
- Take outgoing registered mail to the post office.
- Operate a machine that addresses, weighs, and bundles magazines or catalogs for mailing.

- **HOURS OF WORK:**

These workers have a standard 35-40 hour work week, during regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B—specific skills training
  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local post offices/State Employment Service offices

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Bookkeeping/Accounting/Recordkeeping
Typing
Communication System Operations

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Graduation from Approved Sec/Voc
Business & Office Program

Graduation from Voc/Tech College
Program in Specific Skills Training

- **SPECIAL REQUIREMENTS:**

Written entrance examination

SOC	4744	**DOT**	222-587-030
MATRIX	61089097		222-587-032
GOE	05.09.01		
CIP	07.0706		

ARMY	--	**AIR FORCE**	70250
NAVY	PC	**MARINES**	0161
COAST GUARD	QC-PC		

New Hampshire VIEW

Vital Information for Education and Work

MAINTENANCE REPAIR, GENERAL UTILITY

JOB DESCRIPTION:

These workers repair a variety of equipment, machinery, wood and metal structures, as well as plumbing and electrical fixtures. They use both power and hand tools on the job. In the military they may repair machine guns and other weapons.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3839	5044	TOTAL	1205	AVE. RATE	2.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	166	11	Construction	1.5
CLARMONT	326	22	Manufacturing	44.5
CONCORD	339	24	Trans,Comm,Util	1.9
DOVER	334	25	Trade,Whol&Ret	12.4
KEENE	316	23	Finance,Ins,Re	7.5
LACONIA	370	27	Services-Other	21.9
LITTLETON	113	8	Government	10.3
MANCHESTER	715	51		
NASHUA	695	52		
PORTSMOUTH	349	27		
PT. LAW-HAV	116	9		

WORK CONDITIONS:

Indoors and outdoors in all weather
Safety measures must be followed

ADVANCEMENT OPPORTUNITIES:

- Machinist
- Supervisor
- Tool and die maker
- Master mechanic

SAMPLE PLACES OF WORK:

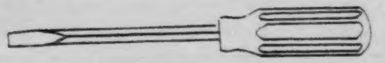
- Foundries
- Ore refineries
- Fibersindustries
- Wholesale trade firms
- Military services
- Government agencies
- Construction companies

NATIONAL WAGE RANGE:

$9.53 per hour
Average

RELATED OCCUPATIONS:

- House Repairer
- Plumber
- Electrician
- Furnace Repairer



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Keep buildings and machinery operational.
- Repair worn or damaged equipment.
- Forge and repair metal objects.
- Replace defective electric switches, sockets, and plugs.
- Replace corroded and broken pipes.
- Paint structures and equipment.
- Replace wooden structures.
- Patch plaster.
- Fix doors, hinges, locks, and knobs.
- Fix broken windows.
- Repair bathroom fixtures.

- **HOURS OF WORK:**

Usually standard 35–40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business and industry for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Institute of Maintenance
710 West Wilson Avenue
P.O. Box 2068
Glendale, California 91203

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts–Energy & Power Tech.
Industrial Arts–Materials and Process Tech.
Industrial Arts–Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Construction Trades Program
Graduation from Voc/Tech College
Program in Specific Skills Training
Apprenticeship Program
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	6179	**DOT**	899-381-010
MATRIX	50144821		
GOE	05.10.01		
CIP	46.0401		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—125a

New Hampshire VIEW

Vital Information for Education and Work

MANAGER, AUTOMOBILE

JOB DESCRIPTION:

These people supervise workers who adjust, maintain, and repair automobiles. They determine the worker's materials and supplies needed to repair jobs, and the methods and procedures to be used. They train workers, assign duties, interpret work orders, and solve difficult work problems. They prepare progress reports and recommend ways to improve work methods and conditions. They also enforce safety rules and handle worker and customer complaints. They may perform some or all of the duties of the workers they supervise.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	260	314	**TOTAL**	54	**AVE. RATE**	1.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	10		Trade,Whol&Ret	100.0
CLARMONT	18	1		
CONCORD	24	1		
DOVER	23	1		
KEENE	17	1		
LACONIA	26	2		
LITTLETON	8			
MANCHESTER	48	3		
NASHUA	37	3		
PORTSMOUTH	36	3		
PT. LAW-HAV	12			

WORK CONDITIONS:

Indoors, clean
May be noisy at times
Usually stand most of the time

ADVANCEMENT OPPORTUNITIES:

Sales Representative
Automobile Dealer

SAMPLE PLACES OF WORK:

Auto dealerships
Engine and turbine companies
Farm machinery repair and dealerships
Government agencies
Military services

NATIONAL WAGE RANGE:

$15,000-$31,900 annually

RELATED OCCUPATIONS:

Maintenance/Repair Manager

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Supervise workers who adjust, maintain, and repair automobiles.
- Talk with managers to plan maintenance programs and schedule inspections.
- Review technical papers, catalogs, and other reference materials.
- Talk with sales agents to select new supplies.
- Talk with contractors to resolve problems in the installation of new equipment.
- Review inspection and repair reports and observe repair work in progress.
- Help sales workers adjust customers' service complaints.
- Hire, transfer, and dismiss workers.
- Develop company policies and procedures for repair services.
- Review work orders and inventory reports to plan repair work.
- Test vehicles and equipment, using gauges and other testing devices.
- Estimate the cost of repairs, based on labor and materials requirements.
- Help workers repair vehicles and equipment.
- Inspect work for quality.
- Resolve worker complaints.
- Train workers to install and repair pumps.

• HOURS OF WORK:

Usually 40 hours per week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

  See Appendix B
  See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Automobile Dealers Association
2000 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Machine Tool/Machine Shop
Auto Mechanics
Industrial Arts—Energy & Power Tech.
Alegebra

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from Voc/Tech College
Program in Marketing Management
Graduation from Business Administration
College Program

• SPECIAL REQUIREMENTS:

SOC	6000	DOT	185-167-058
MATRIX	20061613		
GOE	05.10.02		
CIP	08.1203		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

NewHampshire VIEW

Vital Information for Education and Work

MANAGER, MERCHANDISE

JOB DESCRIPTION:

These people plan and coordinate buying activities for a store or company. They supervise the work of buyers, purchasing officers, and other workers who order and buy materials, products, or services needed by the store or company. These items may be needed for operations in a business or as merchandise to be resold in a store. Merchandise managers also review purchase orders and requests, decide the amount of goods to be stocked, set prices for goods, and set up contacts with supply houses.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	906	1267	TOTAL 361	AVE. RATE 3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	44	3	Trade,Whol&Ret	100.0
CLARMONT	65	4		
CONCORD	76	5		
DOVER	77	5		
KEENE	58	4		
LACONIA	67	4		
LITTLETON	20	2		
MANCHESTER	231	14		
NASHUA	115	7		
PORTSMOUTH	105	7		
PT. LAW-HAV	48	3		

WORK CONDITIONS:

Inside work
Some standing

ADVANCEMENT OPPORTUNITIES:

Sales representative
General merchandise manager for store

SAMPLE PLACES OF WORK:

Ship lines
Companies that sell products, services, or materials to stores, businesses, or the public
Industries that must buy large amounts of raw materials or supplies

NATIONAL WAGE RANGE:

$15,100-$31,900

RELATED OCCUPATIONS:

Purchaser

511

512

MORE ABOUT THE JOB:

PRODUCT
QUANTITY

- **SAMPLE WORK ACTIVITIES:**

- Review purchase order claims and contracts to see if they meet company policy.
- Approve or refuse requests for supplies.
- Decide the amount of goods to be stocked.
- Figure out what to do with leftover goods.
- Set the price of goods to make sure there is a profit.
- Meet with other workers to plan sales programs.
- Set up contracts with supply houses and wholesalers for equipment and supplies.
- Set up rules and procedures to improve the way that an office runs.

- **HOURS OF WORK:**

These jobs generally involve a standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local retail businesses for on-the-job training

Local guidance counselor
See Appendix A
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
100 West 31st Street
New York, N.Y. 10001

National Association of Trade and Technical Schools
2021 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Speech
Composition & Grammar
Business Education
Economics
Vocational Distributive Education Program

- **EDUCATION/TRAINING NEEDED:**

Graduation from Approved Sec/Voc Marketing & Distribution Program
Graduation from Voc/Tech College Program in Marketing Management
Graduation from Business Administration College Program
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	1240	DOT	185-167-034
MATRIX	20020801		
GOE	11.05.04		
CIP	08.0707		

ARMY	--	**AIR FORCE**	61170
NAVY	--	**MARINES**	3535
COAST GUARD	-		

VIEW SCRIPT—127a

New Hampshire VIEW
Vital Information for Education and Work

MANAGER, RESTAURANT

JOB DESCRIPTION:

These people supervise workers who prepare and serve food in restaurants, hotels, and other eating places. They plan the types and amounts of foods to be prepared, the order in which tasks should be done, and the number of workers needed. They assign duties to workers and check their work. They inspect work areas for cleanliness, and order supplies and equipment as needed. They may be responsible for hiring, training, and firing workers. They may keep time, production, and stock records. They also may plan menus and help prepare foods.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990			
EMPLOYMENT:	989	1762	TOTAL 773	AVE. RATE 7.1	

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	48	5	Trade,Whol&Ret 100.0
CLARMONT	57	6	
CONCORD	77	9	
DOVER	83	9	
KEENE	51	6	
LACONIA	109	13	
LITTLETON	26	3	
MANCHESTER	190	21	
NASHUA	147	16	
PORTSMOUTH	146	16	
PT. LAW-HAV	54	6	

ADVANCEMENT OPPORTUNITIES:

Franchise Operator Manager

SAMPLE PLACES OF WORK:

Restaurants, clubs, and hotels

NATIONAL WAGE RANGE:

$15,100-$31,900

WORK CONDITIONS:

Inside work
May require much standing
Few hazards
May be required to deal with customers

RELATED OCCUPATIONS:

Director, Food Services
Manager, Fast Food Services
Manager, Food Concession
Manager, Liquor Establishment

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Schedule dining reservations.
- Arrange parties or special services for diners.
- Escort guests to their tables.
- Handle customer complaints.
- Assign tasks to dining room workers.
- Inspect serving stations for neatness and cleanliness.
- Order linens and other dining room supplies for tables and serving stations.
- Approve invoices or bills for payment.
- Keep records of all the cash received in a day.
- Plan banquets, receptions, and other social functions.
- Suggest food courses and wines to customers.
- Select recipes and plan menus.
- Take inventory of supplies and equipment.
- Instruct cooking personnel in the fine points of cooking.
- Cook and carve meats and prepare food dishes.
- Supervise kitchen personnel aboard a ship.
- Compile supply, overtime, and cost control records.

• HOURS OF WORK:

Some of these jobs involve early morning, evening, weekend, and/or holiday work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local restaurants for on-the-job training
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Restaurant Association
1012 14th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Speech
Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Food Production Management Service

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program in Food Service Preparation
Graduation from Management College Program
Management-Trainee Programs
On the job training

• SPECIAL REQUIREMENTS:

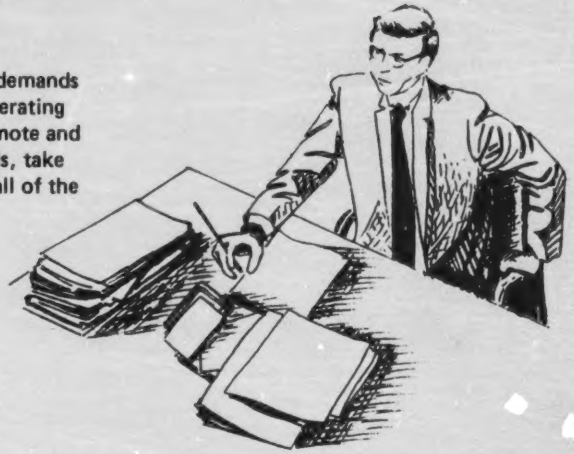
SOC	4030	DOT	187-167-106	185-167-022	ARMY	AIR FORCE
MATRIX	20061402		187-167-026	187-167-126	NAVY	MARINES
GOE	11.11.04		185-137-010		COAST GUARD	
CIP	06.0704					

New Hampshire VIEW
Vital Information for Education and Work

MANAGER, STORE

JOB DESCRIPTION:

These people plan, organize, and control the operations of a retail business or department. They estimate consumer demands and decide the types and amounts of goods or services to be sold. They determine prices, credit, policies, and operating procedures. They plan budgets and authorize payments. They hire and train staff, assign duties, set salaries, and promote and fire workers. They enforce safety, health, and security rules. They count and deposit money received, order goods, take inventories, and keep accounts and other records. They also handle customer complaints and may perform some or all of the duties of their workers.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	21964	31181	TOTAL	9217	AVE. RATE	3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	875	60	Construction	10.2
CLARMONT	1418	110	Manufacturing	35.0
CONCORD	2103	161	Trans, Comm, Util	6.0
DOVER	1554	114	Finance, Ins, Re.	12.8
KEENE	1722	134	Services—Other	2.5
LACONIA	1704	127	Government	.5
LITTLETON	574	42	Trade, Whol., Ret.	14.0
MANCHESTER	4738	360		
NASHUA	8078	379		
PORTSMOUTH	2386	185		
PT. LAW-HAV	822	82		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Retail businesses
Government Services
Business Services

NATIONAL WAGE RANGE:

$19,000 – $28,000
yearly

WORK CONDITIONS:

Inside work
Much standing
Few hazards

RELATED OCCUPATIONS:

Manager, Automotive
Manager, Department Store

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Manage a retail store that sells a specific line of merchandise, such as groceries, meat, liquor, clothing, jewelry, or furniture
  - Determine pricing policies
  - Direct workers who prepare a product, displays and ads
  - Keep business records
  - Enforce security, sales, and record keeping policies
- Supervise sales and service activities at a marina

• HOURS OF WORK:

May require evening and weekend work and long working hours

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local retail businesses for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
100 West 31st Street
New York, N.Y. 10001

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing
Accounting/Bookkeeping/Recordkeeping
Business Math
Business Dynamics
General Marketing

• EDUCATION/TRAINING NEEDED:

Graduation from Approved Sec/Voc Marketing & Distribution Program
Graduation from Voc/Tech College Program in Marketing Management
Graduation from Management College Program
On the job training

• SPECIAL REQUIREMENTS:

SOC	4010	DOT	185 167 046
MATRIX	20061012		185 167 026
GOE	11.11.05		185 117 010
CIP	06.1401		185 167 014

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—129a

New Hampshire VIEW

Vital Information for Education and Work

MANAGER, WHOLESALER

JOB DESCRIPTION:

These people manage wholesale businesses. They supervise workers who recieve, store, and sell wholesale products. They estimate consumer demands and determine the types and amounts of goods or services to be sold. They determine prices, credit policies, and work procedures. They plan budgets and arrange for stock to be bought for resale. They hire, train, and fire staff. They count and depost money received, check inventories, and keep business records. They enforce safety, health, and security rules and resolve customer and staff complaints.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	832	1186	TOTAL	354	AVE. RATE	3.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	16	2	Trade, Whol & Ret	100
CLARMONT	57	5		
CONCORD	101	9		
DOVER	61	5		
KEENE	50	4		
LACONIA	37	3		
LITTLETON	16	2		
MANCHESTER	234	20		
NASHUA	132	11		
PORTSMOUTH	90	7		
PT. LAW-HAV	36	3		

ADVANCEMENT OPPORTUNITIES:

Supervisor
Sales Manager/
Other Executive positions

SAMPLE PLACES OF WORK:

- Manage a wholesale firm
- Manage a tobacco warehouse
- Manage a meat sales and storage business
- Manage an import-export business
- Manage a commisary store
- Manage a wholesale distr. whse.

NATIONAL WAGE RANGE:

$18,5000 - $49,500

WORK CONDITIONS:

Inside work
Much standing
May be stooping and bending

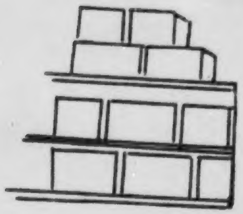
RELATED OCCUPATIONS:

Wholesaler 1
Wholesaler 2
Buyer, Grain

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Estimate stock requirements based on sales orders, inventory, projected sales, and market conditions.
- Authorize the purchase of goods.
- Oversee the auction sale of tobacco to wholesale buyers and pay growers for tobacco sold.
- Export goods to foreign merchants and consumers.
- Arrange for goods to be bought and shipped.
- Determine the amount of foodstuffs or other goods needed to stock the commissary.
- Direct workers who buy, process, and sell meats.
- Prepare daily work schedules.
- Advise customers on the quality of food and methods of preparing and storing food.



- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local wholesale firms for on-the-job training
See Appendix A
See Appendix B
See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Wholesalers
1725 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting/Bookkeeping/Recordkeeping
General Marketing
Business Dynamics

- **EDUCATION/TRAINING NEEDED:**

Graduation from Approved Sec/Voc Marketing & Distribution Program
Graduation from Voc/Tech College Program in Marketing Management
Graduation from Management College Program
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	4020	DOT	185-167-070
MATRIX	20061615		
GOE	11.05.04		
CIP	06.1401		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—130a

New Hampshire VIEW
Vital Information for Education and Work

MARKING CLERK

JOB DESCRIPTION:

These workers mark and attach price tickets to articles of merchandise to record price and identify information. They may operate a mechanism that pins, pastes, ties, or staples the ticket to the article. They may record the number and types of articles marked and pack them in boxes. A marking clerk may also compare printed price tickets with entries on purchase order to verify accuracy and notify supervisor of discrepancies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	137	192	**TOTAL**	55	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Trade,Whol&Ret	100.0
CLARMONT	9			
CONCORD	7			
DOVER	7			
KEENE	6			
LACONIA	6			
LITTLETON	1			
MANCHESTER	50	4		
NASHUA	20	2		
PORTSMOUTH	16	2		
PT. LAW-HAV	12	1		

WORK CONDITIONS:

Inside work
May require standing for long periods

ADVANCEMENT OPPORTUNITIES:

Administrative assistant
Office manager
Clerical supervisor

SAMPLE PLACES OF WORK:

Retail stores
Wholesale dealerships

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Ticket Marker

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Mark selling price by hand on boxes containing merchandise, or on price tickets.
- Tie, glue, sew, or staple price ticket to each article.
- Press lever on plunger of mechanism to attach ticket to article.
- Record number of types of articles marked and pack them in boxes.
- Compare printed price tickets with entries on purchase order to verify accuracy.

- **HOURS OF WORK:**

These workers generally have a normal week of 35-40 hours. Some may work on shifts, weekends, or evenings. Some may work part-time. Overtime is possible in peak buying periods

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

  Local retail stores or wholesale
  dealerships for on-the-job training

  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Retail, Wholesale, and Department
Store Union
30 East 29th Street
New York, N.Y. 10016

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

  Communication Systems Operators
  Business Math
  Business Dynamics
  Accounting/Bookkeeping/Recordkeeping
  Distributive Education

- **EDUCATION/TRAINING NEEDED:**

  On-the-job training
  Graduation from approved Sec/Voc
  Business & Office Program

  Graduation from Voc/Tech College Program
  in Mid-Management

- **SPECIAL REQUIREMENTS:**

SOC	4759	**DOT**	216-567-010
MATRIX	40066829		209-587-034
GOE	05.09.03		
CIP	07.0705		

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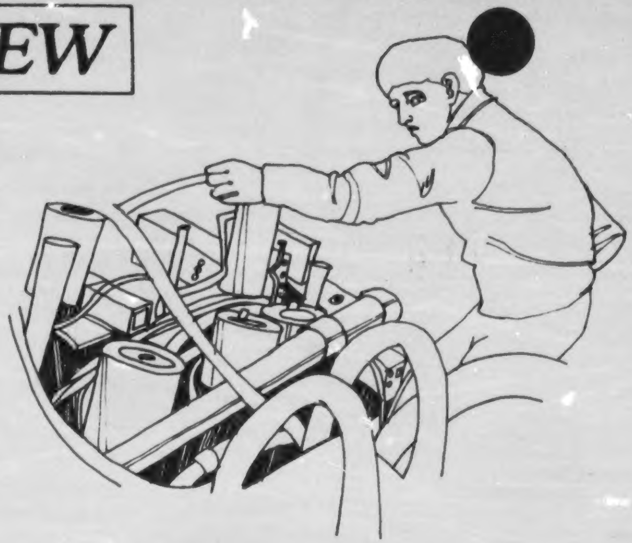

MECHANICAL ENGINEER

JOB DESCRIPTION:

Mechanical Engineers design and develop tools, engines, machines, and other equipment. They also direct the installation, use, upkeep, and repair of equipment used in heat, gas, water, and steam systems. Many specialize in a certain product area, such as motor vehicles, marine equipment, heating and cooling units, or plastics. Some conduct research, do sales work, or teach.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	910	1369	TOTAL	459	AVE. RATE	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	25	5	Construction	2.4
CLARMONT	84	4	Manufacturing	80.0
CONCORD	63	5	Trans, Comm, Util	1.1
DOVER	90	8	Trade, Whol & Ret	3.4
KEENE	124	8	Services-Other	11.2
LACONIA	64	4	Government	1.9
LITTLETON	13	1		
MANCHESTER	98	6		
NASHUA	221	16		
PORTSMOUTH	87	6		
PT. LAW-HAV	41	4		

WORK CONDITIONS:

Conditions vary depending on type of employment.

ADVANCEMENT OPPORTUNITIES:

Opportunity to rise to Supervisory position.

SAMPLE PLACES OF WORK:

- Companies that make metal products, machinery, etc.
- Electrical equipment manufacturers
- Government agencies
- Engineering Consulting firms
- Auto manufacturers
- Public Utility Companies
- Colleges and Universities

NATIONAL WAGE RANGE:

$15,947 - $34,000

RELATED OCCUPATIONS:

- Mechanical Design Technology
- Automotive Engineer
- Tool Designer
- Mechanical Research Engineer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Develop new designs for car frames and motors.
- Design controls for machines.
- Set standards and methods for testing equipment.
- Direct the building and installation of heating systems.
- Examine tool drawings and decide which tools should be produced.
- Prepare bids and contracts for the construction of factory machinery.
- Direct workers who make test control equipment.
- Conduct tests on equipment to make sure it is safe and effective.
- Do research to develop new types of machinery or tools.

- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The American Society of Mechanical Engineers
345 E. 47th Street
New York, N.Y. 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech
Chemistry
Advanced Math
Physics

- **EDUCATION/TRAINING NEEDED:**

Graduation from an Engineering College Program

- **SPECIAL REQUIREMENTS:**

Licensing

SOC	1635	DOT	007-061-014
MATRIX	10021201		
GOE	05.01.08		
CIP	15.0805		

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MECHANICAL ENGINEERING TECHNICIAN

JOB DESCRIPTION:

These people help engineers in design and development work. They make sketches and rough layouts of machinery and other equipment and parts. They also figure out the costs and usefulness of product designs. They often use complex instruments, test equipment, and gauges to test new product design. They may estimate labor costs, equipment life, and plant space needed for new operations. Sometimes they work with engineers to solve production problems.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	235	388	TOTAL	153	AVE. RATE	5.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Manufacturing	96.4
CLARMONT	7		Services - Other	3.6
CONCORD	16	1		
DOVER	20	1		
KEENE	14	1		
LACONIA	25	1		
LITTLETON	5			
MANCHESTER	40	2		
NASHUA	92	8		
PORTSMOUTH	9	1		
PT. LAW-HAV	8	1		

WORK CONDITIONS:

Mostly inside work
Much sitting and attention to detail

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Electrical superintendents

SAMPLE PLACES OF WORK:

Engineering firms
Colleges and universities
State and local government agencies
Businesses that sell mechanical parts and equipment
Machinery, electrical equipment, and aerospace industries
Federal government agencies, especially in the Departments of Defense, Transportation, Agriculture, Interior, and Commerce

NATIONAL WAGE RANGE:

$10.18 per hour

RELATED OCCUPATIONS:

Optomechanical Technician
Research Mechanic

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
- Study blueprints to determine how to test new machinery and equipment.
- Make detailed drawings of machine parts.
- Build and test equipment models.
- Write work orders and purchase requests.
- Lay out cutting lines for machinery.
- Plan how to make, install, and test a climate control system.
- Estimate how much it will cost to build, test, and install a heat-transfer unit.
- Study master drawings of auto-body parts to see if designs meet shop standards.
- Check math calculations used in designing a machine.

- **HOURS OF WORK:**

Most of these workers have standard work hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local engineering firm for on-the-job training or apprenticeship programs
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Electrical Workers
1200 15th Street, N.W.
Washington, D.C. 20036

American Society of Mechanical Engineers
345 E. 47th Street
New York, N.Y. 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Apprenticeship training

- **SPECIAL REQUIREMENTS:**

SOC	3713	DOT	002-280-010
MATRIX	10081401		007-161-026
GOE	05.01.04		007-161-030
CIP	15.0606		

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MECHANIC, AUTOMOTIVE

JOB DESCRIPTION:

Automotive mechanics service and repair cars and other gas-powered vehicles. While most of these mechanics perform a variety of repairs, some specialize in the repair of a certain part of a car such as brakes, transmissions, or engine. They use many different hand tools, power tools, and testing instruments to do their work.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3146	3950	TOTAL	804	AVE. RATE	2.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	151	6	Construction	2.6
CLARMONT	209	10	Manufacturing	3.3
CONCORD	309	15	Trans,Comm,Util	5.8
DOVER	242	11	Trade,Whol&Ret	73.5
KEENE	203	10	Services-Other	11.1
LACONIA	263	12	Government	3.7
LITTLETON	90	4		
MANCHESTER	680	32		
NASHUA	455	21		
PORTSMOUTH	424	18		
PT. LAW-HAV	120	6		

WORK CONDITIONS:

Primarily indoors, noisy, customers sometimes cause stress
Outdoors in emergencies

ADVANCEMENT OPPORTUNITIES:

- Shop Supervisor
- Shop Manager
- Parts Manager

SAMPLE PLACES OF WORK:

- Auto dealerships
- Auto repair shops, gas stations, and auto service facilities at department stores
- Federal, state, and local government agencies
- Taxicab companies
- Auto leasing companies
- Auto manufacturers

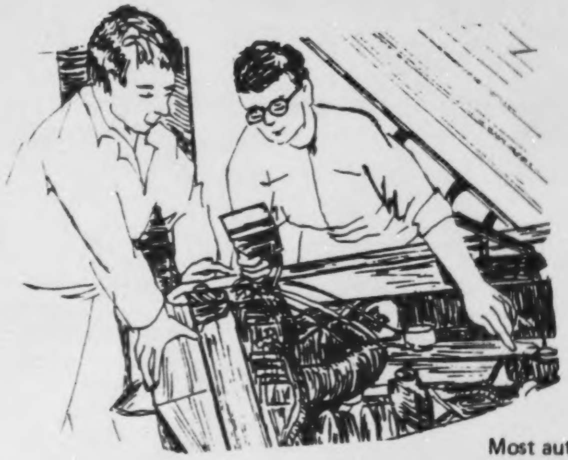
NATIONAL WAGE RANGE:

$6.41-$9.78 per hour

RELATED OCCUPATIONS:

- Automotive Electrician
- Brake Repairer
- Wheelwright
- Tune-up Mechanic
- Clutch Rebuilder
- Front-end Mechanic
- Motorcycle Repairer
- Inspector

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Look at and listen to engines to find what's not working properly.
- Drive cars onto a rack and test them for defects such as bent axles, worn ball joints, and bent steering rods.
- Read manuals and study charts to find the right way to fix equipment.
- Remove engines and transmission units from a car, using wrenches and a hoist.
- Install or repair equipment, such as radios, air conditioners, power steering units, and power brakes.
- Adjust engines, brakes, wheels, and other parts of a vehicle.
- Replace bands, gears, seals, and valves on a transmission unit, using hand and power tools.

- **HOURS OF WORK:**

Most automotive mechanics have a regular 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local automobile dealers/repair shops For on-the-job training
Appendix A
Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Local office of the State Employment Office

Automotive Service Industry Association
444 North Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Tech.
Automotive Body Repair
Automotive Mechanics
Small Engine Repair
Diesel Engine Repair

- **EDUCATION/TRAINING NEEDED:**

Apprenticeship Program
On-the-job training
Graduation from approved Sec/Voc
Mechanics and Repairers Program
Graduation from Voc/Tech College
Program in Automotive Services

- **SPECIAL REQUIREMENTS:**

Voluntary certification

SOC	6159	DOT	807-381-022
MATRIX	50081001		
GOE	05.10.01		
CIP	47.0603		

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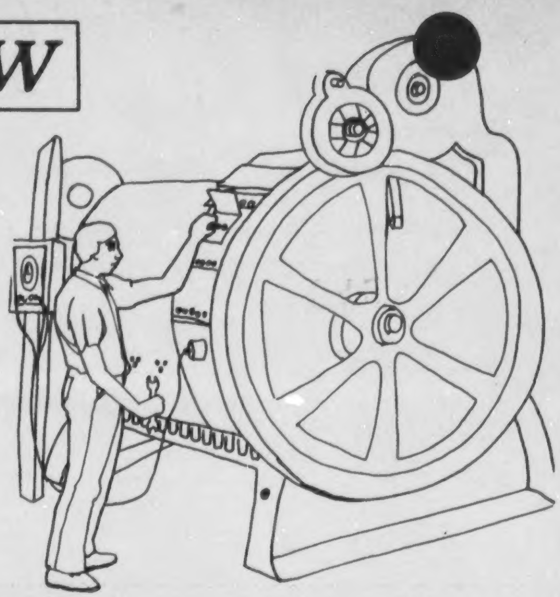

MECHANIC, MAINTENANCE

JOB DESCRIPTION:

These workers install, repair, and service industrial machinery. They keep machines well oiled and greased, replace parts as needed, and use meters and gauges to measure and align all parts. They also keep up-to-date records of repairs and inspection schedules. They follow blueprints and other technical instructions to diagnose problems and make repairs. They use hand tools and may use powered tools and machinery.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1444	2020	**TOTAL**	576	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	44	2	Construction	4.1
CLARMONT	99	6	Manufacturing	70.0
CONCORD	220	15	Trans,Comm,Util	1.8
DOVER	149	10	Trade,Whol&Ret	3.8
KEENE	118	8	Finance,Ins,Re	.5
LACONIA	112	8	Services-Other	4.7
LITTLETON	29	2	Government	15.2
MANCHESTER	245	18		
NASHUA	233	18		
PORTSMOUTH	143	10		
PT. LAW-HAV	52	4		

WORK CONDITIONS:

May vary according to the type of machine needing service, sometimes working in uncomfortable positions, indoors and outdoors

ADVANCEMENT OPPORTUNITIES:

Machinist
Tool and die makers
Master mechanics

SAMPLE PLACES OF WORK:

Manufacturing industries
Railroad companies
Water transportation companies
Military services
Forging shops
Laundries
Ship building and repair firms
Oil refineries and pipelines

NATIONAL WAGE RANGE:

$9.53 per hour
Average

RELATED OCCUPATIONS:

Wire Repairer
Lead Operator
Repairer
Salvager
Rubberizing Mechanic
Forge Shop Machine Repairer
Pump Mechanic
Forming Machine Adjuster

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Install, repair, and service machinery.
- Follow blueprints, diagrams, and drawings.
- Operate machinery to determine why it is not working properly.
- Use machinists' hand tools, chain hoists, and steel rollers to take apart, repair, or replace defective parts.
- Use meters and gauges to determine if parts meet specifications.
- Assemble pumps, cylinders, valves, motors, and controls.
- Clean and oil parts.
- Inspect and replace seals, gaskets, hoses, tubing, motors, pumps, and filters.
- Solder broken wires.
- Work under contract as an outside machinist apprentice while learning to install ship machinery.
- Work under contract as a linotype machinist apprentice while learning how to repair linotype equipment.

• HOURS OF WORK:

May be called upon to make emergency repairs at night or on weekends. Shift work may also be required in some jobs.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  Local Industries for Apprenticeship

  See Appendix A
  See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Union, United Automobile, Aerospace and
Agricultural Implement Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Mechanical drawing
Mathematics
Physics
Blueprint reading
Industrial Mechanics
Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Apprenticeship Programs erred
Graduation from approved Sec/Voc
Mechanics and Repairers Program
Graduation from Voc/Tech College
Program in Automotive Services

• SPECIAL REQUIREMENTS:

SOC	6130	DOT	638-281-014
MATRIX	50081807		
GOE	05.05.09		
CIP	47.0303		

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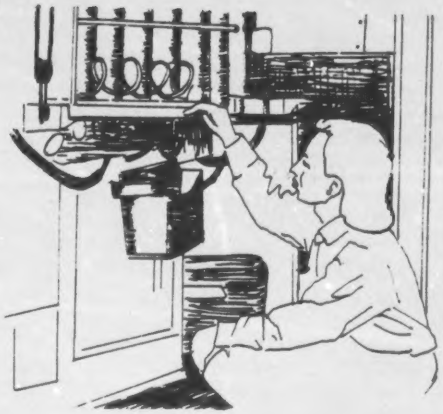
MECHANICS AND REPAIR WORKERS

JOB DESCRIPTION:

Workers in these jobs repair and service a wide variety of equipment. For example, some service machine guns and other weapons used by the military. Some repair department store mannequins. Some repair survival equipment, such as life rafts and pressure suits. Some service coin vending machines. Some salvage usable parts from wrecked cars, or repair and reline ladles used to pour hot metals. Most use hand tools, and some use power tools and machinery as well.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	581	790	TOTAL 209	AVE. RATE 3.3		
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY			
BERLIN	32	3	Construction	2.3		
CLARMONT	45	4	Manufacturing	27.2		
CONCORD	48	4	Trans, Comm, Util	10.1		
DOVER	50	4	Trade, Whol & Ret	51.6		
KEENE	59	6	Finance, Ins. Re.	.2		
LACONIA	36	3	Services—Other	2.9		
LITTLETON	16	1	Government	5.7		
MANCHESTER	120	12				
NASHUA	95	9				
PORTSMOUTH	64	6				
PT. LAW-HAV	19	1				

WORK CONDITIONS:

Local travel
Indoors and outdoors
Must lift 100 pounds

ADVANCEMENT OPPORTUNITIES:

Self employment
Supervisory position

SAMPLE PLACES OF WORK:

Foundries
Fibers industries
Wholesale trade firms
Military services
Auto service stations
Government agencies
Construction companies
Ore refineries

NATIONAL WAGE RANGE:

$5–$12 per hour

RELATED OCCUPATIONS:

Gear Repairer
Door-closer Mechanic
Gas Engine Repairer
Spray Gun Repairer
Lubrication Equipment Servicer
Fire Control Mechanic
Pneumatic Tool Repairer
Squeak, Rattle, and Leak Repairer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Repair wax patterns used in casting processes at a foundry.
- Repair worn and damaged equipment used by refinery workers.
- Forge and repair a variety of metal objects in a blacksmith's shop.
- Salvage usable parts from wrecked cars and trucks.
- Service machine guns and other weapons used on military aircraft.
- Repair other equipment such as:
  Life rafts, pressure suits and other survival equipment.
  Firefighting equipment.
  Damaged or worn tents and awnings.

(Other equipment continued)
Damaged parachutes.
Dental office euipment.
Wooden and fiberglass boats.
Swimming pool equipment.
Mining facilities.
Damaged or worn books.
Damaged car and truck tires.
Coin vending machines.

• HOURS OF WORK:

Some jobs may require shift work. Some may be seasonal. Some jobs may offer temporary or part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B
  Local industries for on-the-job training
  Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Automatic Merchandising Association
South Dearborn Street
Chicago, Illinois 60603

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Communication Electronics
Industrial Electronics
Major Appliance Repair
Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program in Specific Skills Training
Apprenticeship program
Graduation from approved Sec/Voc Mechanics & Repairers Program

• SPECIAL REQUIREMENTS:

SOC	6179	**DOT**	639-281-014	630-381-022
MATRIX	50083215		623-381-010	630-381-014
GOE	05.10.02		632-261-014	630-281-010
CIP	47.0109		630-381-026	620-364-010

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NAVY	**MARINES**
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MEDICAL ASSISTANT

JOB DESCRIPTION:

Medical assistants work under the direction of doctors or other health specialists. Their duties range from cleaning work areas and equipment to treating patients and performing clerical tasks. They may mix drug preparations, label medicines, run errands, or assist in examining patients. Some drive an ambulance to pick up and deliver patients.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	126	202	**TOTAL**	76	**AVE. RATE**	5.5

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	5		Services-Other	100.0
CLARMONT	17	2		
CONCORD	16	2		
DOVER	9	1		
KEENE	10	2		
LACONIA	11	2		
LITTLETON	4			
MANCHESTER	22	2		
NASHUA	15	2		
PORTSMOUTH	13	2		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

May rise to office manager

SAMPLE PLACES OF WORK:

Hospitals and clinics
Pharmacies
Doctors' offices
Morgues
Medical laboratories

NATIONAL WAGE RANGE:

$125-$150 per week

WORK CONDITIONS:

Indoors, sanitary work area

RELATED OCCUPATIONS:

Chiropractor Assistant
Podiatric Assistant
Morgue Attendant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Mix drug preparations, as directed by a pharmacist.
  - Label drugs, chemicals, and medicines.
  - Wash and sterilize bottles, beakers, and other glassware.
- Give massages and heat treatments to patients, as directed by a physical therapist.
  - Compile information about patients and their progress during therapy.
  - Train patients to use crutches, canes, walkers, and wheelchairs.
  - Help plan and conduct programs to restore patients' health.
  - Design equipment for clients that will help them be more self-sufficient.
- Perform routine lab tasks related to processing blood.
  - Examine blood stock to make sure all units are in proper condition.
  - Schedule blood processing runs.
- Help a doctor during physical exams of patients.
  - Write histories of patients' accidents or illnesses.
  - Take and record patients' temperature and blood pressure.
  - Answer the phone, schedule appointments, and fill out insurance forms.
  - Help prepare dressings and develop X rays.
- Drive an ambulance to transport sick or injured persons.

• HOURS OF WORK:

Some of these jobs may involve evening, night, and/or weekend work. Others involve a standard 35-40 hour work week during regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

See Appendix B
See Appendix C
Local hospitals or clinics for on-the-job training
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

The American Association of Medical Assistants
1 East Wacker Drive
Suite 2110
Chicago, Illinois 60601

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Math
Health
Biology
Accounting/Bookkeeping/Recordkeeping
Chemistry
Typing, General Office-Related Programs

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from Voc/Tech College Program in Medical Assistance

Graduation from Medical Assistant College Program

• SPECIAL REQUIREMENTS:

SOC	5233	DOT	079-367-010
MATRIX	70061013		
GOE	10.03.02		
CIP	17.0505		

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MEDICAL LABORATORY TECHNICIAN

JOB DESCRIPTION:

These people perform various technical tasks to get information needed for the diagnosis, treatment, and control of diseases. They also may help treat patients or conduct programs to control and prevent health hazards and diseases. Some use medical equipment to test body specimens. Some mix and dispense drugs. Some prepare patients for surgery. Some fit patients with artificial limbs. Some take precise readings of patients' heart rates and brain waves. Some perform routine medical lab tests.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	165	263	TOTAL	98	AVE. RATE	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Services-Other	100.0
CLARMONT	24	2		
CONCORD	13	1		
DOVER	10			
KEENE	10	1		
LACONIA	18	2		
LITTLETON	5			
MANCHESTER	34	3		
NASHUA	20	2		
PORTSMOUTH	23	2		
PT. LAW-HAV	2			

WORK CONDITIONS:

Indoors, sanitary work area

ADVANCEMENT OPPORTUNITIES:

May rise to office manager

SAMPLE PLACES OF WORK:

Hospitals and clinics
Doctors' offices
Emergency health services
Medical laboratories
Public health agencies
Schools and universities
Military services
Veterinarians' offices

NATIONAL WAGE RANGE:

$125-$150 per week

RELATED OCCUPATIONS:

Medical Laboratory Technologist
Medical Laboratory Assistant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare vaccines and serums used to prevent animal diseases.
- Design artificial (fake) limbs for patients who have lost an arm or leg.
- Test people's hearing.
- Set up and operate artificial kidney machines.
- Measure people's brain waves.
- Perform routine lab tests in a medical lab.
- Plan and direct programs to set and enforce health standards.
- Conduct a program in an industrial plant to prevent health hazards.
- Apply, adjust, and remove casts and splints for patients.
- Keep patient records, schedule appointments, and prepare patients for exams.
- Give medical aid to workers aboard submarines or ships.
- Help people who have eye defects develop and use their vision.
- Give first-aid treatment to people as a member of an emergency medical team.
- Prepare patients and operating rooms for surgical procedures.

• HOURS OF WORK:

Some of these jobs may require evening and/or weekend work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

The American Association of Medical Assistants
1 East Wacker Drive
Suite 2110
Chicago, Illinois 60601

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Allied Health, Other
Biology
Chemistry
Algebra
Physics

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from Voc/Tech College
Program in Medical Laboratory Tech.
Graduation from Medical Lab Tech.
College Program

• SPECIAL REQUIREMENTS:

SOC	3690	**DOT**	078-381-014	**ARMY**	92B	**AIR FORCE**	90450
MATRIX	10120206			**NAVY**	HM-8405	**MARINES**	--
GOE	02.04.02			**COAST GUARD**	HM-03		
CIP	17.0302						

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New Hampshire VIEW

Vital Information for Education and Work

MEDICAL LABORATORY TECHNOLOGIST

JOB DESCRIPTION:

These people perform lab tests to get information doctors need to diagnose the causes and nature of diseases. They use microscopes, chemicals, and precise instruments to run tests on blood, tissues, and fluids from the human body. In small labs, they often perform many types of tests. In large labs, they usually specialize in one area. Most of these workers conduct tests related to patient treatment, however some do research, develop lab techniques, teach, or head lab programs.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	255	398	TOTAL	143	AVE. RATE	5.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Services-Other	92.8
CLARMONT	35	3	Government	7.2
CONCORD	17	2		
DOVER	10	1		
KEENE	14	1		
LACONIA	27	2		
LITTLETON	8			
MANCHESTER	61	5		
NASHUA	38	3		
PORTSMOUTH	34	3		
PT. LAW-HAV	3			

WORK CONDITIONS:

Indoors, well lighted, clean
Some hazard from infectious materials
Safety precautions must be observed

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Hospitals
Clinics
Independent laboratories
Doctors' offices
Public health agencies
Research institutes
U.S. Public Health Service
Veterans Administration

NATIONAL WAGE RANGE:

$12,200-$20,600

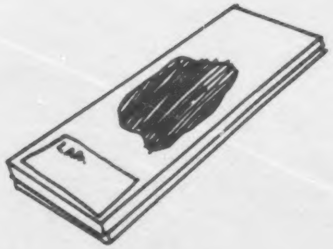
RELATED OCCUPATIONS:

Medical Technician, Teaching Supervisor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Obtain blood, urine, and pus samples from patients.
- Cut, stain, and mount body tissue samples for study.
- Group or type blood and crossmatch blood samples.
- Determine blood types.
- Direct workers who perform chemical tests on body tissue samples.
- Assign workers to perform X-ray exams of bones.
- Test spinal fluid for acetone bodies.
- Look for signs of disease or parasites in tissue taken from dead patients.
- Operate equipment to make sound patterns and pictures of body organs.
- Do medical research to find ways to control or cure disease.
- Prepare solutions used in chemical tests.



• HOURS OF WORK:

Normal. Lab workers who work in hospitals can expect some evening and weekend duty.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

Local association of medical assistants
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society of Clinical Pathologists
Board of Registry, Box 12270
Chicago, Illinois 60612

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Allied Health, Other
Biology
Chemistry
Algebra
Physics

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program in Medical Lab Technology

Graduation from Medical Lab Technician College Program

• SPECIAL REQUIREMENTS:

SOC	3620	DOT	078-121-010
MATRIX	10120201		
GOE	02.04.02		
CIP	17.0310		

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NAVY	DT	MARINES	--
COAST GUARD	HM		

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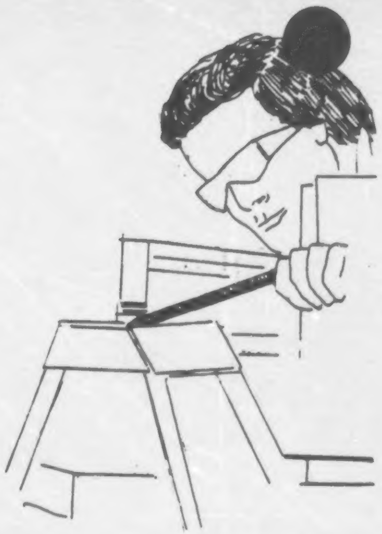
New Hampshire VIEW

Vital Information for Education and Work



METAL FABRICATOR

JOB DESCRIPTION:

Fabricates and assembles structural metal products, such as framework or shells for machinery, ovens, tanks, stacks, and metal parts for buildings and bridges according to job orders of blueprints. Develops layout and plans sequence of operations. Sets up and operates fabricating machinery such as brakes, roll shears, flame cutters, and drill presses.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	288	414	**TOTAL**	126	**AVE. RATE**	4.0

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	5		Construction	52.7
CLARMONT	15	1	Manufacturing	47.3
CONCORD	11			
DOVER	16	2		
KEENE	24	2		
LACONIA	39	4		
LITTLETON	3			
MANCHESTER	43	2		
NASHUA	57	4		
PORTSMOUTH	56	4		
PT. LAW-HAV	20	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Manufacturing plants
Machine shops

NATIONAL WAGE RANGE:

$7.50-$9.50 per hour

WORK CONDITIONS:

Inside, noisy, must lift heavy objects

RELATED OCCUPATIONS:

Machine Operator
Multi-Operation Forming Machine Setter
Metal Fabricator Apprentice

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Set up and operate machines such as lathes, grinders, and saws.
- Read work orders to locate cutting layout lines on stock.
- Study blueprints, sketches, and standard charts.
- Install and adjust machine attachments, using hand tools.
- Compute machine settings required to machine parts.
- Place stock on a cutting table by hand or by using a hoist.
- Move controls to position tools and workpieces.
- Turn a valve to direct coolant or cutting oil against workpieces being machined.
- Change worn cutting tools and adjust the cutting speed, feed rate, and depth of cut, as required.
- Check the dimensions of finished workpieces.
- Make minor repairs to machines.
- Sharpen die cutters on a grinding wheel.
- Grease and oil machinery, using a grease gun, oilcan, and brush.
- Set up and adjust lathes, milling machines, and drill punches for other workers to use.
- Set up a variety of machines to cut, drill, bore, and assemble clock and timer parts.

• HOURS OF WORK:

Some of these jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local office of the International Molders' and
Allied Workers' Union for apprenticeship training
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

International Molders' and Allied Workers' Union
1225 E. McMillan Street
Cincinnati, Ohio 45206

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Blueprint Reading
Geometry
Industrial Arts—Materials & Process Tech.
Industrial Arts—Visual Communications Tech.
Machine Tool/Machine Shop

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Precision Production Program
Graduation from Voc/Tech College
Program in Machine Operation
Apprenticeship Program

• SPECIAL REQUIREMENTS:

SOC	7329	DOT	619-360-014
MATRIX	50023801		
GOE	05.05.06		
CIP	48.0504		

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NewHamps[illegible]re VIEW
Vital Information for Education and Work

MILLING/PLANING MACHINE OPERATOR

JOB DESCRIPTION:

These people set up and operate machines to shape metal workpieces into items, such as molds, tool and die parts, and car and aircraft parts. They follow blueprints or work orders to determine the operations required. They select, install, and adjust machine attachments, such as cams, templates, and cutters. They move controls to position tools against the workpieces or to feed the workpieces through the machine cutter. They start the machines, watch them operate, and make adjustments when necessary. They may use gauges or other devices to measure finished pieces.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	400	611	TOTAL	211	AVE. RATE	4.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	2		Manufacturing	100.0
CLARMONT	68	7		
CONCORD	19	2		
DOVER	55	6		
KEENE	65	6		
LACONIA	35	4		
LITTLETON	2			
MANCHESTER	25	2		
NASHUA	109	11		
PORTSMOUTH	11	2		
PT. LAW-HAV	9	2		

WORK CONDITIONS:

Noisy, dusty, must observe safety regulations
Can be hazardous

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories
Machine shops
Clock and watch manufacturers
Plant production departments, maintenance departments, and tool rooms.

NATIONAL WAGE RANGE:

$5.26-$10.24 per hour

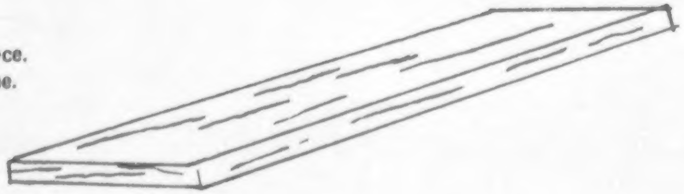
RELATED OCCUPATIONS:

Wheel Cutter
Router Operator
Machine Set-up Operator
Planing Machine Operator
Jewel Stripper
Lever Miller
Barrel Rifler
Scalper Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Follow spoken directions to select machine cams and templates to be used in setting up machines.
- Compute the dimensions of shapes to be milled and the sequence of cutters to be used, using shop math.
- Mount different cutting tools in the spindle of a machine, using hand tools.
- Set machine stops to control the depth of the cutter stroke.
- Position workpieces on the machine by hand or with a hoist.
- Move controls to position tools in relation to the workpiece.
- Control the cutting action of a machine, by watching and feeling the machine tool as it shapes the workpiece.
- Turn a valve handle to start the flow of coolant or a lubricant on the work area, before starting the machine.



• HOURS OF WORK:

Usually 40 hours per week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Locals of the International Union of Operating Engineers for Apprenticeship
Local guidance counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Association of Power Engineers Inc.
176 West Adams Street
Chicago, Illinois 60603

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Blueprint Reading
Industrial Arts–Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

Apprenticeship Program
Graduation from approved Sec/Voc
Precision Production Program

Graduation from Voc/Tech College Program
in Machine Operation

• SPECIAL REQUIREMENTS:

SOC	7313	DOT	605-282-010	605-382-010	ARMY	AIR FORCE
MATRIX	61021007		605-682-030	605-280-014	NAVY	MARINES
GOE	06.02.02		605-682-018	605-682-014	COAST GUARD	
CIP	48.0503		605-382-026	605-382-022		

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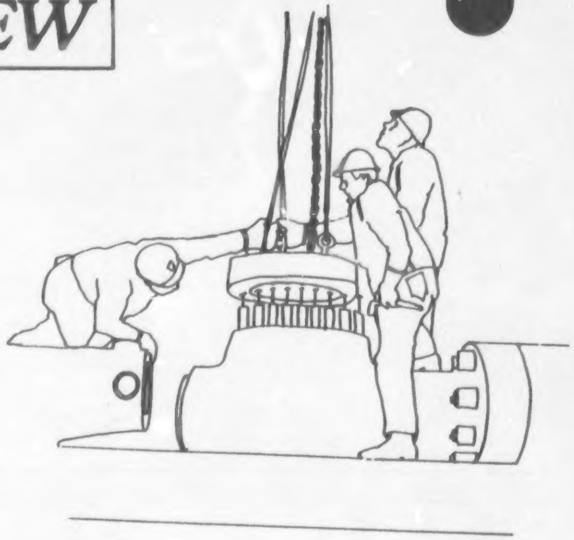
New Hampshire VIEW

Vital Information for Education and Work

MILLWRIGHT

JOB DESCRIPTION:

Millwrights install, repair, and maintain complex machinery. They perform all tasks required to prepare machinery for use in plants. This may include building concrete or wooden platforms on which heavy machines are mounted, building structures, or directing workers to do the jobs. They work from blueprints and use all types of building materials and tools. They do a variety of installation work or specialize in certain types of machinery. They may take apart old equipment to make room for new machines.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	347	405	**TOTAL**	58	**AVE. RATE**	1.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	107	4	Construction	23.8
CLARMONT	18	1	Manufacturing	76.2
CONCORD	26	2		
DOVER	21	1		
KEENE	23	1		
LACONIA	13	1		
LITTLETON	10			
MANCHESTER	37	3		
NASHUA	46	3		
PORTSMOUTH	41	3		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Manufacturing companies
Construction contractors

NATIONAL WAGE RANGE:

$10.76 per hour
Average

WORK CONDITIONS:

Noisy, can be hazardous
Travel possible

RELATED OCCUPATIONS:

Automated Equipment Engineer Technician
Machinery Erector
Manufacturer's Service Representative
Millwright Apprentice

VIEW SCRIPT–141b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Build and repair equipment used to load and unload ships' cargo.
- Install machinery used to emboss, die-cut, and score paper.
- Talk with engineers to plan the layout of equipment.
- Arrange machine parts on floor space.
- Direct workers to position equipment.
- Put together and install electrical units.
- Adjust machine controls.
- Repair and service equipment.
- Test hydraulic turbines.
- Study blueprints to see how machines operate.
- Operate machines to see how they work.
- Use wood, cement, and steel to build foundations for machines.
- Bolt, weld, and rivet machine parts.
- Drill, tap, or ream holes in machine parts.
- Bend and install pipe.
- Test machinery that has been installed.

• HOURS OF WORK:

Hours may vary by job. May be periods of unemployment.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Apprenticeship Council of the state Labor Department
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Associated General Contractors of America
1957 E Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Blueprint Reading
Industrial Arts–Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

Apprenticeship Program
Graduation from approved Sec/Voc
Precision Production Program

Graduation from Voc/Tech College
Program in Machine Operation

• SPECIAL REQUIREMENTS:

SOC 6178
MATRIX 50061601
GOE 05.05.06
CIP 47.0303
DOT 638-281-018

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MARINES

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New Hampshire VIEW

Vital Information for Education and Work

MIXER/BLENDER, CHEMICAL

JOB DESCRIPTION:

These workers operate or tend machines used to mix or blend ingredients to make materials. They measure or weigh ingredients and pour or load them into the machines. They may follow work orders, charts, or formulas to determine the amounts of different ingredients required. They start machines and watch them operate to detect problems. They may check gauges and meter readings, and move controls to regulate machine actions. They also may inspect and clean machine units.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	252	299	TOTAL	47	AVE. RATE	1.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	40	1	Manufacturing	100.0
CLARMONT	12			
CONCORD	14	1		
DOVER	42	3		
KEENE	21	1		
LACONIA	6			
LITTLETON	5			
MANCHESTER	33	2		
NASHUA	44	3		
PORTSMOUTH	32	2		
PT. LAW-HAV	3			

WORK CONDITIONS:

Inside, can be repetitious

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories and plants
Machine shops
Ore refineries
Iron and steel mills
Food processing plants

NATIONAL WAGE RANGE:

$3.40 - $4.50 hourly

RELATED OCCUPATIONS:

Compounder
Mixer Operator
Color Maker
Composition Mixer
Churn Tender
Solutions Operator
Catalyst Operator
Size Maker

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend machines to mix or blend.
- Follow work orders, charts, or formulas.
- Calculate the amount of materials needed to make products.
- Measure materials.
- Weigh materials on a scale.
- Pour materials into containers.
- Sift mixtures through a screen.
- Use a hoist to lift barrels of liquids.
- Shovel materials into a machine.
- Start pumps.
- Start and stop machines.
- Watch gauges, thermometers, and meters.
- Move switches and turn valves to regulate machine actions and conditions.
- Inspect and clean equipment.
- Test materials.
- Keep stock control records.

• HOURS OF WORK:

Work hour requirements may vary from industry to industry. Factory or plant workers may work on shifts. Those involved in continuous processes may also work weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Chemical Workers Union International
1655 West Market Street
Akron, Ohio 44313

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Chemistry
Physics
Industrial Arts—Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from a Voc Tech College
Machine Operator Program

• SPECIAL REQUIREMENTS:

SOC	7664	DOT	550-685-078	550-685-050
MATRIX	61083855		550-685-034	559-382-014
GOE	06.04.11		550-382-034	550-682-010
CIP	48.0601		550-382-010	550-665-014

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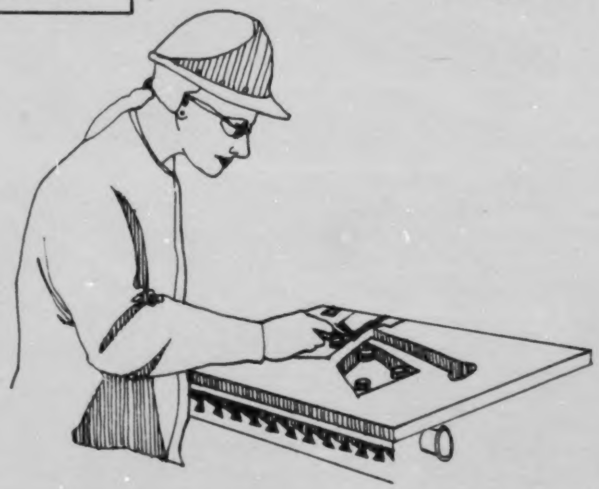
NewHampshire VIEW
Vital Information for Education and Work

MOLDER, BENCH/FLOOR

JOB DESCRIPTION:

Forms sand molds for production of metal castings using handtools, power tools, patterns or match plates and flasks and applies knowledge of metal characteristics, molding sand, contours of patterns and pouring procedures. Form and assemble slab cores around a pattern to reinforce molds. A bench molder makes small molds on a bench and the floor molder makes large molds on the floor.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	137	222	TOTAL	85	AVE. RATE	5.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	19	2	Manufacturing	100.0
CLARMONT	6	1		
CONCORD	2			
DOVER	3			
KEENE				
LACONIA	22	2		
LITTLETON				
MANCHESTER	2			
NASHUA	83	6		
PORTSMOUTH				
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Companies that make jewelry, plaques, trophies
Companies that make optical goods
Foundries
Factories
Industries

NATIONAL WAGE RANGE:

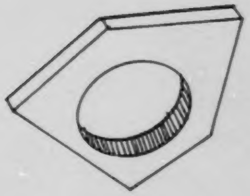
$9.63 per hour

WORK CONDITIONS:

Usually strenuous work with a great deal of lifting
Can be hot and noisy
Safety equipment is required

RELATED OCCUPATIONS:

Plaster Molder
Molder Apprentice
Sweep Molder



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Prepare molds using sand, clay, or other additive binders.
- Make molds by hand.
- Make molds using a machine.
- Prepare molding box.
- Pack sand around pattern using a rammer.
- Cut a hole into the mold.
- Operate compressed air valves, levers, and other devices to control the mold machine.
- Use power rammers, hand tools such as shovels, trowels, mallets, and hand rammers.

- **HOURS OF WORK:**

These workers generally have a standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local machine tool association for apprenticeship training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool Builders Association
7901 Westpark Drive
McLean, Virginia 22102

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts Materials and
Process Tech.

Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

On-the-job Training
Apprenticeship Program

Graduation from a Voc/Tech
College Machine Operator Program

- **SPECIAL REQUIREMENTS:**

SOC	6822	DOT	518-361-010	518-381-022	**ARMY**	**AIR FORCE**
MATRIX	50061804		518-381-010	518-361-014	**NAVY**	**MARINES**
GOE	06.01.04		518-361-018	518-484-010	**COAST GUARD**	
CIP	48.0502					

New Hampshire **VIEW**
Vital Information for Education and Work

MOLDER, MACHINE

JOB DESCRIPTION:

These people operate or tend machines used to mold or cast metal, plastic or glass products. These products include: bullets, glass tubes, iron billits, contact lenses, and a variety of other products. They also may control equipment used to heat, melt, or cure materials before they are molded or cast. Generally, they follow blueprints or work orders. They watch meters and install machine attachments, and test or measure finished products. They may also clean machinery or parts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	297	495	TOTAL	198	AVE. RATE	6.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	16	1	Manufacturing	100.0
CLARMONT	49	4		
CONCORD	20	2		
DOVER	93	5		
KEENE	40	2		
LACONIA	31	3		
LITTLETON	1			
MANCHESTER	44	2		
NASHUA	63	6		
PORTSMOUTH	44	2		
PT. LAW-HAV	16	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories, plants, or shops
Ore refineries and processing plants
Iron and steel mills
Printing and publishing companies
Foundries

NATIONAL WAGE RANGE:

$9.63 per hour
Average

WORK CONDITIONS:

Heavy work, often hot

RELATED OCCUPATIONS:

Molder, Bench/Floor
Blow-molding Machine Operator

583

584

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

Operate or tend equipment to:

- Melt metal scrap to form shot for shotgun shells.
- Melt and cast lead for use in bullets.
- Pour molten iron into molds to cast pig iron.
- Form sand molds used in making metal castings.
- Cure plastic parts.
- Mold plastic sheets into products.
- Blend metal powders with diamonds.
- Cast plastic contact lenses.
- Follow blueprints and work orders.
- Install machine dies, using hand tools.
- Clean equipment, using an air hose.
- Repair and replace equipment parts.
- Weigh ingredients and dump them in a mixing machine.
- Start conveyors that position molds under a spout.
- Move controls to pour molten metal from a ladle into molds.
- Mix plaster and water in a mixing machine.
- Glue molds together.
- Load plastic sheets into a machine and remove formed products.
- Push a cart containing parts into a curing oven.
- Watch meter readings and adjust controls to regulate machine temperature or pressure.
- Check finished articles for defects, such as irregular size or impurities.

• HOURS OF WORK:

Many of these jobs may require shift work. Workers involved in continuous processes also may work weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industry for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool Builders Association
7901 Westpark Drive
McLean, Virginia 22102

International Molders' and Allied Workers' Union
1225 E. McMillan Street
Cincinnati, Ohio 45206

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts Materials and Process Tech
Machine Tool /Machine Shop

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from an approved Sec/Voc Precision Production Program

• SPECIAL REQUIREMENTS:

SOC	7542	**DOT**	518-682-010	617-685-014	**ARMY**	--	**AIR FORCE**	--
MATRIX	50061805		556-682-010	619-485-014	**NAVY**	ML	**MARINES**	--
GOE	06.04.32		617-685-010	617-482-010	**COAST GUARD**	--		
CIP	48.0502							

New Hampshire **VIEW**
Vital Information for Education and Work

MUSICIAN, INSTRUMENT

JOB DESCRIPTION:

An Instrumental Musician plays a musical instrument as a soloist or as a member of a musical group such as an orchestra or a band, to entertain an audience: They study and rehearse music to learn and interpret a score. They may play from memory or by following a score. They may also play an instrument to signal an activity such as a flogging, post time, or arrival of dignitaries or sporting or other events.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	154	230	TOTAL	76	AVE. RATE	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13	1	Trade, Whol & Ret	34.6
CLARMONT	10	1	Services—Other	65.4
CONCORD	7			
DOVER	5			
KEENE	18			
LACONIA	18	2		
LITTLETON	15	2		
MANCHESTER	24	1		
NASHUA	13	3		
PORTSMOUTH	28	2		
PT. LAW-HAV	4	3		

ADVANCEMENT OPPORTUNITIES:

Featured Soloist
Director
Composer
Self employed

SAMPLE PLACES OF WORK:

Bands, orchestras, operas,
and other musical groups
Motion picture and TV studios
Night clubs
Road companies
Military services
Recording studios
Churches and schools

NATIONAL WAGE RANGE:

$252–$600 weekly

WORK CONDITIONS:

Travel to give performances
Work at other jobs may be necessary to get income

RELATED OCCUPATIONS:

Composer
Conductor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Transpose music to play in alternate key.
- Play music from memory.
- Play a musical instrument in a band or orchestra.
- Study and rehearse music.
- Audition and select members for an orchestra or band.
- Adapt a piece of music to a different style than it was originally.
- Rewrite music intended for one instrument to be used by another instrument.
- Position orchestra members to get the proper balance in sound.
- Assign workers to score, arrange, and copy music.

• HOURS OF WORK:

Many musicians work at night and on weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Musicians' Union

See Appendix C

WHERE TO GET FURTHER INFORMATION:

American Federation of Musicians
1500 Broadway
New York, New York 10036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Band
Orchestra
Ensemble
Music

• EDUCATION/TRAINING NEEDED:

Private lessons
Graduation from a Music College Program

• SPECIAL REQUIREMENTS:

SOC	3230	**DOT**	152-041-010
MATRIX	10221404		
GOE	01.04.04		
CIP	50.0903		

ARMY	23B-02Z	**AIR FORCE**	87150
NAVY	MU	**MARINES**	5500-5593
COAST GUARD	QC-MU		

NewHampshire VIEW
Vital Information for Education and Work

NEW ACCOUNTS TELLER

JOB DESCRIPTION:

These workers interview persons desiring to open a checking or savings account. They record the data on application forms and keep related records. They explain to the customers the services available, and assist them in completing the application forms. They compile, type, and file the lists of new accounts. They may also answer telephone inquiries relating to opening or closing of accounts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	431	711	TOTAL	280	AVE. RATE	5.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	18	2	Finance, Ins, Re.	100.0
CLARMONT	34	4		
CONCORD	46	6		
DOVER	30	3		
KEENE	32	3		
LACONIA	31	2		
LITTLETON	10			
MANCHESTER	106	12		
NASHUA	55	6		
PORTSMOUTH	61	8		
PT. LAW-HAV	9			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Medical centers
Nonprofit organizations
Banks or loan companies
Public opinion survey firms
Federal, state, and local government agencies
Large businesses or stores that have charge accounts

NATIONAL WAGE RANGE:

$130-$160 weekly

WORK CONDITIONS:

Inside, stationary

RELATED OCCUPATIONS:

New-Accounts Clerk

VIEW SCRIPT–146b

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

DEBIT
CREDIT

- Interview prospective customers, exploring services available.
- Assist customers in filling out application forms.
- Compile, type, and file lists of new accounts.
- Prepare signature cards, cashier's checks, drafts, and money orders.
- Answer telephone inquiries relating to opening or closing accounts.
- Issue temporary identification badges to visitors.

- **HOURS OF WORK:**

Normal business hours

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See local banking firms or retail businesses
See Appendix A.
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Bankers Association
Bank Personnel Division
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting, Bookkeeping, and Recordkeeping
Business Data Entry Equipment Operation

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an approved Sec/Voc Business and Office Program

- **SPECIAL REQUIREMENTS:**

SOC	4642	DOT	205-367-022	249-382-010	ARMY	AIR FORCE
MATRIX	40066841		203-382-022	241-267-022	NAVY	MARINES
GOE	07,04,01				COAST GUARD	
CIP	08.0404					

VIEW SCRIPT—147a

NewHampshire VIEW

Vital Information for Education and Work

NURSE AIDE AND/OR ORDERLY

JOB DESCRIPTION:

These workers perform a variety of duties to care for sick and injured people. They answer patients' bell calls, deliver messages, serve meals, and make beds. They also feed, bathe, and dress patients. They may take temperatures and help patients get around. Some may store or move medical supplies and clean patients' rooms. They may work in hospitals, nursing homes, or patients' homes. In patients' homes they may also clean laundry, plan meals, shop for food, and prepare meals.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	4268	6698	**TOTAL**	2430	**AVE. RATE**	5.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	146	15	Services-Other	68.2
CLARMONT	366	38	Government	31.8
CONCORD	621	66		
DOVER	325	34		
KEENE	410	44		
LACONIA	391	42		
LITTLETON	150	16		
MANCHESTER	899	93		
NASHUA	540	55		
PORTSMOUTH	373	39		
PT. LAW-HAV	46	4		

ADVANCEMENT OPPORTUNITIES:

Restricted without additional education

SAMPLE PLACES OF WORK:

- Hospitals
- Nursing homes
- Private households
- Public health and welfare agencies
- Private health care agencies
- Community health or welfare organizations

NATIONAL WAGE RANGE:

$8,952-$12,500 annually

WORK CONDITIONS:

Inside, can be stressing

RELATED OCCUPATIONS:

- Birth Attendant
- Attendant
- Practical Nurse

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Help women during childbirth.
- Care for aged or handicapped patients in their homes.
- Wash and iron patients' laundry.
- Purchase and prepare foods for people who are recovering from an illness.
- Help patients bathe and dress.
- Give patients alcohol rubs.
- Read to or play cards with patients.
- Visit several homes to provide day-to-day health care to patients.
- Give first aid to injured workers in a plant.
- Serve food trays and feed patients who need help.
- Push patients around in a wheelchair or help them to walk.
- Hold instruments for doctors and nurses who are treating patients.
- Record the liquid intake and output of patients.
- Lift patients into and out of beds.
- Empty bed pans.

- **HOURS OF WORK:**

Usually 40 hours a week or less in hospitals. Many of these workers must sometimes work during nights, weekends, and holidays. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local hospital or convalescent home
See Appendix A

WHERE TO GET FURTHER INFORMATION:

National League for Nursing
10 Columbus Circle
New York, New York 10019

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Medical Terminology
Allied Health, Other
First Aid
Anatomy

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Allied Health Program
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	5236	**DOT**	355-674-014	**ARMY**	91B	**AIR FORCE**	90250
MATRIX	70061010			**NAVY**	HM	**MARINES**	–
GOE	10.03.02			**COAST GUARD**	HM		
CIP	17.0404						

NewHampshire VIEW
Vital Information for Education and Work

NURSE, PROFESSIONAL

JOB DESCRIPTION:

As important members of the health care team, registered nurses perform a wide range of functions. They observe and record symptoms, reactions, and the progress of patients. They give medicine and drugs to patients as prescribed by doctors. They also help treat patients and instruct them and their families in proper health care. Some of these nurses provide nursing services in hospitals, doctors' offices, and nursing homes. Others do research work or instruct students.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	5054	7921	**TOTAL**	2867	**AVE. RATE**	5.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	205	21	Manufacturing	1.2
CLARMONT	738	79	Finance,Ins,Re	.3
CONCORD	508	55	Services-Other	85.8
DOVER	308	33	Government	12.6
KEENE	433	46		
LACONIA	473	50		
LITTLETON	205	22		
MANCHESTER	941	100		
NASHUA	707	76		
PORTSMOUTH	457	48		
PT. LAW-HAV	80	8		

WORK CONDITIONS:

Inside, clean, can be stressful
May be required to travel to treat patients in all kinds of weather.

ADVANCEMENT OPPORTUNITIES:

Head Nurse
Supervising of Nurses
Director of Nursing Services

SAMPLE PLACES OF WORK:

Hospitals, nursing homes, related institutions
State and local government agencies
Visiting nurse associations
Schools
Clinics
Nursing schools
Industries
Doctors' offices
Patients' homes
State Nursing Boards
Professional nurse organizations
Research organizations
Military services

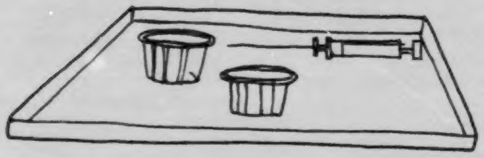
NATIONAL WAGE RANGE:

$13,672-$19,690 annually

RELATED OCCUPATIONS:

Office Nurse
Private Duty Nurse
Head Nurse
Supervisor Nurse
General Duty Nurse
Staff, Occupational Health Nursing
Community Health Nursing Supervisor
Nurse Practitioner
Nurse-Midwife
Nurse Anesthetist
Instructor
School Nurse
Consultant

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Give medicines and treatments to patients, as prescribed.
- Teach classes in child care, first aid, and home nursing.
- Vaccinate students and keep their health records.
- Visit homes to find out what patients need.
- Give advice on nursing and health service problems.
- Plan the policies, standards, and objectives of a school health program.
- Direct nursing activities in a hospital unit, health agency, or industry.
- Attend to the needs of sick and injured people in a hospital.
- Inject drugs into people's spines to keep them from feeling pain.
- Deliver babies.

- **HOURS OF WORK:**

Nurses may be required to work nights and weekends; some work on a part-time basis.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix B
  See Appendix C
  Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Career Information Services
National League for Nursing
10 Columbus Circle
New York, New York 10009

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Math	Psysiology
Biology	Anatomy
Chemistry	Psychology

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech
College Program in Nursing

Graduation from Nursing
College Program

- **SPECIAL REQUIREMENTS:**

Licensing
Certification

601

602

SOC	2900	DOT	075-121-010	ARMY	91B		AIR FORCE	90250
MATRIX	10100801			NAVY	HM		MARINES	–
GOE	10.02.01			COAST GUARD		HM		
CIP	18.1101							

VIEW SCRIPT–149a

New Hampshire VIEW

Vital Information for Education and Work

OCCUPATIONAL THERAPIST

JOB DESCRIPTION:

These people plan and direct educational, vocational, and recreational activities designed to help patients with physical, mental, or emotional problems become self-sufficient. They evaluate the abilities of patients, set goals for them, and plan therapy programs. They teach skills and the use of tools to restore clients' movement, coordination, and confidence. They also plan and direct games and other activities and may design devices to aid clients. Some teach or do consulting work.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	103	164	TOTAL	61	AVE. RATE	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Services-Other	81.9
CLARMONT	9	1	Government	18.1
CONCORD	11	2		
DOVER	7			
KEENE	9	1		
LACONIA	9			
LITTLETON	4			
MANCHESTER	22	2		
NASHUA	15	2		
PORTSMOUTH	11	2		
PT. LAW-HAV	2			

WORK CONDITIONS:

Physically tiring
Requires being on your feet much of the time

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Administrative positions

SAMPLE PLACES OF WORK:

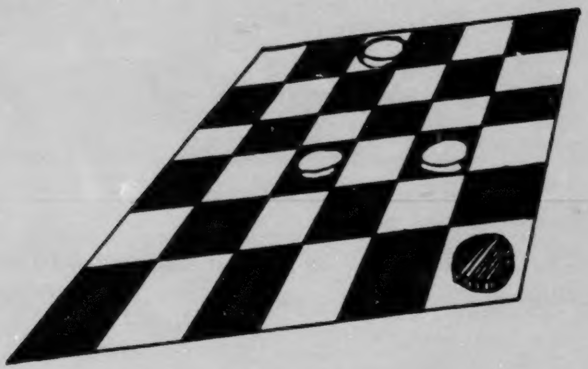
Hospitals
Rehabilitation centers
Schools
Clinics
Home care programs
Institutions for the handicapped
Research centers
State health departments
Nursing homes

NATIONAL WAGE RANGE:

$19,000-$30,000 annually

RELATED OCCUPATIONS:

Industrial Therapist



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Plan social activities that will help patients learn work skills as well as adjust to their handicaps.
  - Select activities for patients which will help them learn work skills suited to their mental and physical capabilities.
  - Order supplies and equipment.
  - Lay out materials for patients to use.
  - Evaluate patients' progress.
  - Train nurses and other medical staff to use therapy techniques.
  - Design, make, and fit devices such as splints and braces, as specified by a doctor.
  - Arrange paying jobs for mental patients within a hospital.

- **HOURS OF WORK:**

Occupational Therapists sometimes may have to work during evenings and weekends; some work on a part-time basis.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Occupational Therapy Association
1383 Piccard Drive
Rockville, Maryland 20850

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Biology
Sociology
Speech
Psychology
Physiology
Allied Health

- **EDUCATION/TRAINING NEEDED:**

Graduation from Allied Health College Program in Occupational Therapy

- **SPECIAL REQUIREMENTS:**

License—15 states/District of Columbia

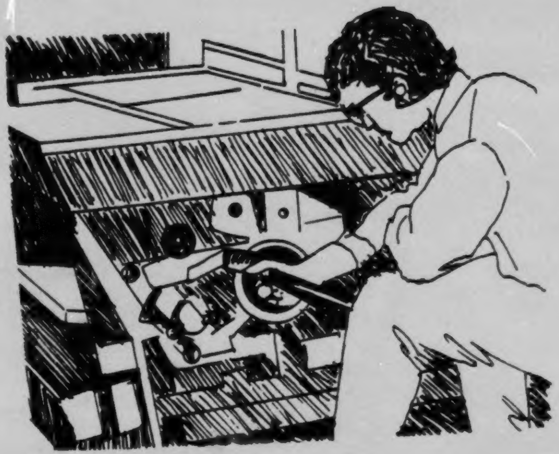
SOC	3032	**DOT**	076-121-010	**ARMY**	91L	**AIR FORCE**	91351
MATRIX	10101801			**NAVY**	HM-8466	**MARINES**	--
GOE	10.02.02			**COAST GUARD**	--		
CIP	17.0807						

New Hampshire VIEW
Vital Information for Education and Work

OFFICE MACHINE SERVICE

JOB DESCRIPTION:

These workers install, service, and repair office machines, such as typewriters, adding machines, cash registers, and copiers. They make regular visits to offices and stores in an assigned area to service customers' machines. They also handle emergency breakdowns. They use handtools, powertools, blueprints, and electrical test equipment. Many specialize in one type of machine.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	227	341	**TOTAL**	114	**AVE. RATE**	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Trade, Whol & Ret	97.8
CLARMONT	8		Services-Other	2.2
CONCORD	43	3		
DOVER	10			
KEENE	15	1		
LACONIA	11			
LITTLETON	9			
MANCHESTER	65	4		
NASHUA	36	3		
PORTSMOUTH	23	1		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Managers
Salespersons
Supervisors

SAMPLE PLACES OF WORK:

Business machine manufacturers and dealers
Business machine maintenance service firms
Full-time repairer for large company
Repair shops

NATIONAL WAGE RANGE:

$200 - $300 weekly

WORK CONDITIONS:

Inside, can be stressful when office machines are being repaired

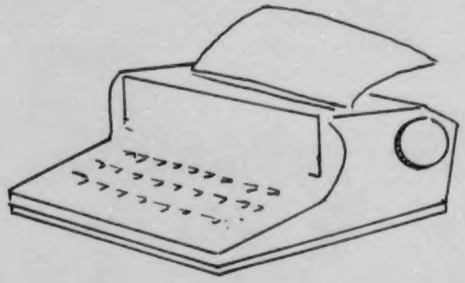
RELATED OCCUPATIONS:

Mail Processing Equipment Mechanic
Dictating/Transcribing Machine Servicer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Install and service collators, sorters, and other office machines.
- Operate machines to test their moving parts and listen for sounds that indicate problems.
- Use meters to test machines and find causes of trouble.
- Adjust typewriters so that their type spacing will be even.
- Use special hand tools to bend or straighten type bars.
- Space and line up upper and lower case characters on typewriter keyboards.
- Follow wiring charts to put together tabulating machines.
- Tighten or loosen gears and electrical connections in machines.
- Install printing units on punched card office machines.
- Follow blueprints and drawings to repair mail-processing equipment.
- Test and repair cash registers, using hand tools, power tools, and circuit test meters.
- Replace faulty tubes and transistors in dictating machines.
- Clean and oil the moving parts of machines.



• HOURS OF WORK:

Usually a standard 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business for on-the-job training
See Appendix B—specific skills training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Computer and Business Equipment Manufacturer's Association
1828 L Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy & Power Tech.
Industrial Arts—Visual Communications Tech.
Industrial Arts—Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from Voc/Tech College
Program in Specific Skills Training

• SPECIAL REQUIREMENTS:

SOC	6174	**DOT**	633-281-022	706-381-010	**ARMY**	41J	**AIR FORCE**	–
MATRIX	50082401		706-381-030	633-281-018	**NAVY**	IM	**MARINES**	3241
GOE	05.05.09		633-281-010	633-281-030	**COAST GUARD**	–		
CIP	47.0102		633-261-014	633-281-014				

VIEW SCRIPT—151a

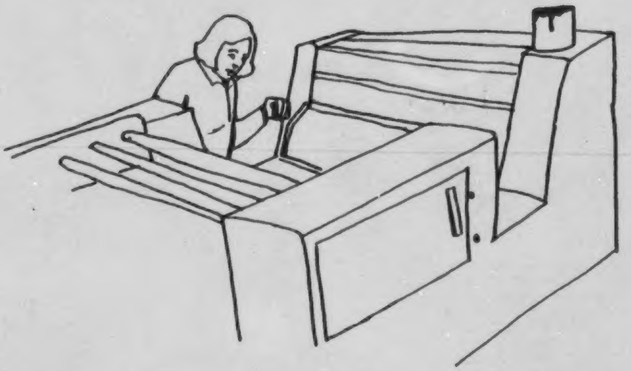
New Hampshire *VIEW*

Vital Information for Education and Work

OFFSET LITHOGRAPHIC OPERATOR

JOB DESCRIPTION:

These people set up and operate printing presses to produce printed material. For example, they may print typeset material, engrave designs or lettering, punch holes in data cards, or print pictures or other subject matter. They follow job orders to select the required materials, and prepare the machine for operation. They fill ink containers and adjust press controls and feeding devices. They may insert typeset in the machine, or install engraved printing cylinders or plates. They also may thread paper through the press. They run off proof sheets to check the machine set up. They also clean, inspect, and oil the moving parts of the press.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	559	704	TOTAL	145	AVE. RATE	2.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Manufacturing	100.0
CLARMONT	50	3		
CONCORD	192	10		
DOVER	18			
KEENE	67	4		
LACONIA	12			
LITTLETON	7			
MANCHESTER	93	3		
NASHUA	97	3		
PORTSMOUTH	13			
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Apprentice and helpers advance to journeyman status over several years
Supervisory positions
Shop Foreman
Production Manager

SAMPLE PLACES OF WORK:

Commercial printing shops
Book and magazine publishers
Newspaper plants
Federal, state, and local governments
Banks, insurance companies, manufacturers, & other organizations that do their own printing

NATIONAL WAGE RANGE:

$8.14 per hour
Average

WORK CONDITIONS:

Lift up to 100 pounds, work in noisy surroundings

RELATED OCCUPATIONS:

Offset Press Operator 1, 2, and Apprentice
Offset Duplicating Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Make ready and operate a printing press to produce printed material.
- Check the size, color, type of paper, and color of ink to be used, by reading job orders.
- Clean inking rollers and replace them in the press.
- Adjust ink control devices.
- Pack the impression cylinder with tissue or foil.
- Start the press and run off proof sheets.
- Examine proofs to determine whether press adjustments are required.
- Adjust press controls, inking fountains, and automatic feeders.
- Prepare and operate a press that prints pictures and other subject matter.
- Install engraved printing cylinders in the press, using hand tools.
- Set the focus on electronic scanners to control color registration.
- Inspect material being printed, and adjust the press as required.
- Make ready and operate a rotary press to print newspapers, books, and magazines.
- Replace cutting blades, worn or damaged ink rolls, and fill ink wells.
- Clean, inspect, and oil the moving parts of the press.
- Set up and operate printing presses, plate-making equipment, and other machines to print and produce box wrappers, ads, or similar products.

• HOURS OF WORK:

May be required to work evening and night shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local newspaper or printer
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Local offices of State Employment Services

International Printing Pressmen and Assistants
Union of North America
Pressman's Home, Tennessee 37850

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Geometry
Machine Tool/Machine Shop
Blueprint Reading
Graph. & Print Com.
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Precision Production Program

Graduation from Voc/Tech College
Program in Graphics Arts
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	7443	DOT	651-682-014
MATRIX	50101202		651-380-010
GOE	05.10.05		651-685-081
CIP	48.0208		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

New Hampshire **VIEW**
Vital Information for Education and Work

OIL BURNER INSTALLER

JOB DESCRIPTION:

Installs and services automatic oil burners in furnaces in homes and commercial establishments. Assembles and positions oil storage tank, drills holes in wall, and affixes oil inlet and outlet pipes from storage tank. Determines cause of faulty operations. Installs thermostatic controls.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	421	592	TOTAL	171	AVE. RATE	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	35	2	Construction	16.0
CLARMONT	32	2	Trade,Whol&Ret	84.0
CONCORD	51	3		
DOVER	50	3		
KEENE	37	2		
LACONIA	44	3		
LITTLETON	15	1		
MANCHESTER	57	3		
NASHUA	37	2		
PORTSMOUTH	37	2		
PT. LAW-HAV	28	2		

WORK CONDITIONS:

Indoors, sometimes in uncomfortable conditions

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self-employment

SAMPLE PLACES OF WORK:

Oil burner contractors
Government agencies
Public utilities
Ship building companies
Petroleum, chemical, and food processing industries
Private homes and business

NATIONAL WAGE RANGE:

$12-$15 hourly

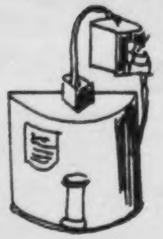
RELATED OCCUPATIONS:

Oil Burner Servicer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Cut, bend, and put together sections of pipe to install heat and power systems in ships.
- Install and service oil burners in furnaces.
- Cut, thread, and bend pipes, using hand tools and power tools.
- Lay pipe to repair and extend fuel lines.
- Install heating units in industrial boilers.
- Dig ditches to lay pipe.
- Cover heating units with asbestos or cork to reduce heat loss and deaden sound.



- **HOURS OF WORK:**

Normal hours

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local heating business for on-the-job training or apprenticeships
Local guidance counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Air Conditioning/Refrigeration Institute
1815 N. Fort Myer Drive
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Mathematics
Mechanical drawing
Electricity
Physics
Blueprint reading
Heating, Air Conditioning, Refrigeration, Mechanics

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc Mechanics and Repairers Program
Graduation from Voc/Tech College Program in Heating, Ventilation & Air Conditioning
Apprenticeship Program
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC 6450
MATRIX 50086203
GOE 05.05.03
CIP 47.0203
DOT 862-281-018

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

OPTICIAN, DISPENSING

JOB DESCRIPTION:

These workers design, fit, and adapt lenses and frames, utilizing optical prescription. They analyze prescription in conjunction with the client's vocational and avocational visual requirements. They also instruct the client on adapting and wearing spectacles and procedures for their care.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	111	203	**TOTAL**	92	**AVE. RATE**	7.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	2		Manufacturing	45.0
CLARMONT	11	1	Trade, Whol, Ret	4.5
CONCORD	7		Service-Other	50.0
DOVER	6	1		
KEENE	5			
LACONIA	2			
LITTLETON	11	1		
MANCHESTER	44	6		
NASHUA	9	1		
PORTSMOUTH	3			
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Hospitals, optical shops
Department stores
Drug stores, eye clinics
Ophthalmologists
Retail outlets that sell prescription lenses
Optometrists

NATIONAL WAGE RANGE:

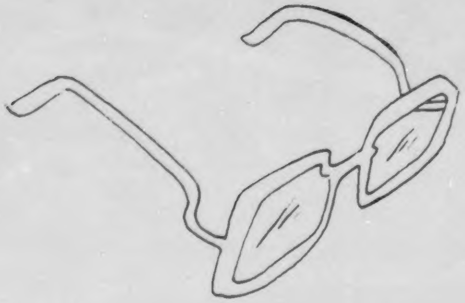
$8.14 (average)

WORK CONDITIONS:

Inside work, well lighted
Very few hazards
May sit or stand for long periods

RELATED OCCUPATIONS:

Lens Mounter
Optician
Polisher



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Measure client's bridge, eyesize, and temple length.
- Design, fit, and adapt lenses and frames.
- Analyze prescription in conjunction with client's visual requirements.
- Recommends specific lens for safety and efficiency.
- Prepares work order and instructions for grinding lense and fabricating spectacles.
- Sell optical goods.
- May fit contact lenses.
- Verifies exactness of finished lens spectacles.
- Adjusts frames and lens position to fit client.
- Instructs client on adapting and wearing spectacles and procedures for their care.

- **HOURS OF WORK:**

35-40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local optical dispensing company for on-the-job training
or apprenticeship
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Academy of Opticianry
P.O. Box 19391
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Allied Health
Geometry
Industrial Arts—Visual Communications Tech
Chemistry
Physics
Algebra

- **EDUCATION/TRAINING NEEDED:**

Graduation from college program in Orthoptics
Apprenticeship program
On-the-job training

- **SPECIAL REQUIREMENTS:**

Licensing in some states

SOC	6864	DOT	713-361-014	713-684-038	ARMY	42E	AIR FORCE	91255
MATRIX	50143002		713-361-010	299-474-010	NAVY	HM-8463	MARINES	--
GOE	05.05.11		713-684-026	713-681-010	COAST GUARD	--		
CIP	17.0701							

VIEW SCRIPT–154a

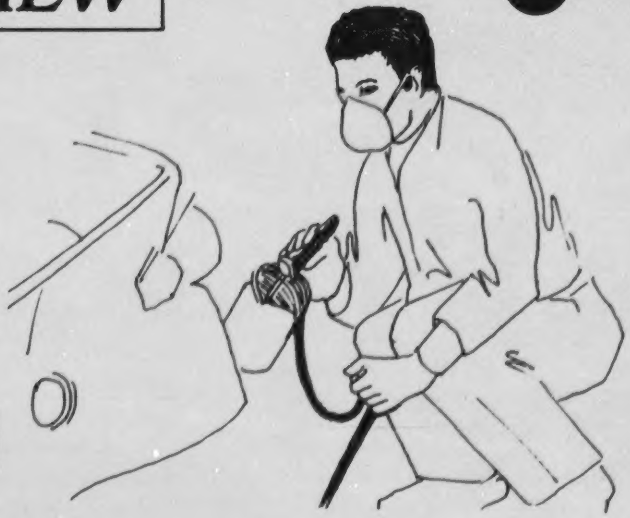
New Hampshire VIEW

Vital Information for Education and Work

PAINTER, AUTOMOTIVE

JOB DESCRIPTION:

These workers operate or tend machines used to coat, paint, or spray automobiles. They work in a variety of industries. They weigh, measure, and mix ingredients. They install and adjust machine units, fill machine units with solutions, and load articles in the machines to be coated or painted. They watch the machines operate and adjust controls as necessary. They also check finished articles for defects and may keep production records.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	161	210	TOTAL 49	AVE. RATE 2.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11		Trade, Whol. & Ret.	21.9
CLARMONT	10		Services—Other	78.1
CONCORD	12			
DOVER	8			
KEENE	10			
LACONIA	12			
LITTLETON	4			
MANCHESTER	49	2		
NASHUA	21	1		
PORTSMOUTH	18			
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
May own a shop

SAMPLE PLACES OF WORK:

Factories or plants that produce automobiles
Businesses that specialize in painting vehicles

NATIONAL WAGE RANGE:

$12.75 (average)

WORK CONDITIONS:

Work indoors
May be exposed to dangerous fumes from paint
Bending and stooping

RELATED OCCUPATIONS:

Painter, transportation equipment
Painter, Apprentice

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Install machine attachments, using wrenches
- Adjust machine settings
- Mix paints or coating solutions
- Fill machine units with paint or coating solutions
- Mount rolls of paper on a machine spindle
- Thread paper through machine rollers
- Push levers to start machines and conveyor bases
- Watch a thermometer and control the machine's temperature
- Weigh coated objects to see if they meet standards
- Measure the thickness of coated objects, using a micrometer
- Record gauge and graph readings
- Cut jammed paper from rolls and machnes, using a knife
- Keep production records
- Work under contract as an APPRENTICE while learning the AUTO PAINTER'S craft

• HOURS OF WORK

These workers usually work 35-40 hours per week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local automotive-body repair shop and automobile dealers for on-the-job training
Local Guidance Counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

1. Local automotive-body repair shops/automobile dealers

2. Automobile Service Industry Association
   444 North Michigan Avenue
   Chicago, Ill. 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Automotive Body Repair
Industrial Arts—Materials & Process Technology
Industrial Arts—Visual Communications Technology
Art

• EDUCATION/TRAINING NEEDED:

On-the-job training
Apprenticeship program
Graduation from Approved Sec/Voc Mechanics & Repairers Program in Auto Body Repair
Graduation from Voc/Tech College Program in Specific Skills Training

• SPECIAL REQUIREMENTS:

Voluntary Certification

SOC 7669
MATRIX 61084201
GOE 05.10.07
CIP 47.0603

DOT 845-381-014

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—155a

New Hampshire VIEW

Vital Information for Education and Work

PAINTER, MAINTENANCE

JOB DESCRIPTION:

These painters put paint, varnish, and other finishes on surfaces of buildings or equipment. First, they sand, scrape, or burn away old paint so that the new paint will stay on properly. When paint is hard to remove, they may loosen it with chemicals or special tools. They also remove grease, fill cracks, and brush off dust. Next, they cover surfaces with primer or sealer. Then they mix the paint and apply it with brushes, rollers, or spray guns. They may work from scaffolds or climb ladders to paint tall structures.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	809	1054	**TOTAL** 245	**AVE. RATE** 2.8		

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	60	4	Construction	63.9
CLARMONT	91	7	Manufacturing	7.6
CONCORD	81	8	Trade, Whol & Ret	.5
DOVER	60	5	Finance, Ins Re.	3.7
KEENE	64	6	Services—Other	15.1
LACONIA	58	5	Government	9.2
LITTLETON	30	3		
MANCHESTER	153	13		
NASHUA	106	9		
PORTSMOUTH	92	7		
PT. LAW-HAV	14	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self employment

SAMPLE PLACES OF WORK:

Construction firms
Motion picture studios
Railroad companies
Contracting firms that build, repair or remodel structures
Private homes and businesses that require painting work to be done
Hotels, offices, factories, schools or other large buildings

NATIONAL WAGE RANGE:

$4.50–$11.00 per hour

WORK CONDITIONS:

Work both indoors and outdoors in a variety of weather conditions
Work in awkward positions
Work from heights on ladders

RELATED OCCUPATIONS:

Stove Refinisher
Railroad Car Letter
Stage Setting Painter
Construction Worker
Shipyard Painter

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Apply paint, stain, or enamel to decorate and protect surfaces and trim on a building.
- Use sandpaper and steel wool to remove old paint from surfaces.
- Fill nail holes, cracks, and joints with putty or plaster.
- Mix paints, oil, and thinner to prepare paint of a certain color.
- Prepare wood and metal surfaces of boats for painting.
- Spray or brush hot plastics on surfaces of ships.
- Paint walls, furniture, and other parts of a movie set to make them look old.
- Apply colored plastic to glass surfaces to reduce glare from sunlight.
- Spray a vinyl base coat on the sheetrock walls of mobile homes to make the walls look like plaster.
- Remove old paint from railroad freight cars, using a blow torch.

- **HOURS OF WORK:**

Varies by job.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Local offices of State Employment Services

Research Department
United Automobile Workers
8000 Jefferson Avenue
Detroit, Michigan 48214

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts II–Material & Process Tech.
Building Maintenance

- **EDUCATION/TRAINING NEEDED:**

Special vocational training program for disadvantaged

Graduation from approved Sec/Voc Construction Trades Program

- **SPECIAL REQUIREMENTS:**

SOC	6442	**DOT**	840-381-010	749-684-046	**ARMY**	– – –	**AIR FORCE**	55254
MATRIX	50022201		869-664-014	845-681-010	**NAVY**	BU	**MARINES**	– – –
GOE	05.10.07		840-381-014	840-381-018	**COAST GUARD**	BM		
CIP	46.0408		840-681-010					

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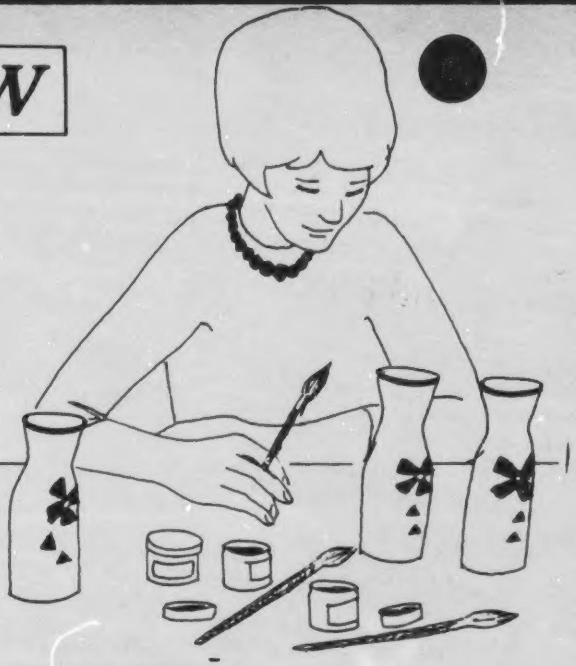
NewHampshire VIEW

Vital Information for Education and Work



PAINTER, PRODUCTION

JOB DESCRIPTION:

These people paint, coat, or decorate articles by hand. They work in a variety of industries. They read work orders or look at drawings to determine the work to be done. They may take objects apart and clean them before they work on them. They may measure and mix ingredients to make coating solutions or paints of a certain color The work with their hands and use tools such as brushes, sprayers, cloths, tubes, stencils, and sandpaper.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	648	858	**TOTAL** 210	**AVE. RATE** 2.9

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	29	1	Manufacturing	98.5
CLARMONT	32	2	Services—Other	1.5
CONCORD	54	2		
DOVER	101	5		
KEENE	61	3		
LACONIA	35	3		
LITTLETON	11			
MANCHESTER	116	5		
NASHUA	135	7		
PORTSMOUTH	50	3		
PT. LAW-HAV	24	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories
Plants
Woodworking shops
Auto paint shops
Printing and publishing companies

NATIONAL WAGE RANGE:

$4.50 – $11.00
hourly

WORK CONDITIONS:

Job hazards include falls and irritation from paint fumes
Both inside and outside work
Work from awkward positions

RELATED OCCUPATIONS:

Lacquerer
Shellacker
Coating-Machine Operator
Stain Applicator
Tube Coater

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study work orders or sketches to determine work to be done
- Take articles apart
- Place parts in a degreasing tank to remove oil and dirt
- Clean objects, using an airhose
- Measure and mix ingredients
- Swirl items in a coating mixture
- Force material through a nozzle to form lines, letters, figures, or designs
- Spreak material with a brush or by hand
- Smooth surfaces, using sandpaper
- Use spray gun to spray items with coating material
- Clean paint from ceilings and walls
- Mark areas to be stamped, lettered or decorated, using a rule and template
- Mix paint and match colors
- Use stencils, masks, and tape to spray designs on objects
- Dip parts into vats of stain
- Rub stained surfaces with a cloth to wipe off excess stain
- Use handtools or hand-held power tools to:
  - Decorate foods with colored icings or pastry cream
  - Apply glaze to clayware
  - Apply latex backings to rugs
  - Brush protective coverings on jewelry parts
  - Glaze tile

• HOURS OF WORK:

May require shift work, overtime work, and weekend work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local painting contractors for on-the-job training
Local Guidance Counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Brotherhood of Painters, Decorators, and Paper Hangers of America
217-219 North 6th Street
Lafayette, Indiana 47901

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Building Maintenance, Machine Tool/Machine Shop
Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Process Technology
Industrial Arts—Visual Communications Technology

• EDUCATION/TRAINING NEEDED:

High School Graduate preferred
On-the-job training
Graduation from Approved Sec/Voc Precision Production Program
Graduation from Voc/Tech College Program in Specific Skills Training

• SPECIAL REQUIREMENTS:

SOC 7756
MATRIX 61084210
GOE 06.02.21
CIP 46.048

DOT 505 382 010
599 382 010
599 685 102
741 684 022
741 684 026

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

PARALEGAL PERSONNEL

JOB DESCRIPTION:

Paralegal personnel assist lawyers and others in the legal field. They do such things as search for public records and prepare lists or summaries of legal documents. Some study papers to see if they meet legal requirements. Others hold funds and records until legal contracts are fulfilled. Sometimes they help lawyers prepare drafts of legal documents such as briefs, wills, contracts, deeds, sworn statements, or patent applications.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	147	247	**TOTAL**	100	**AVE. RATE**	6.2

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	4		Services-Other	85.5
CLARMONT	8	1	Government	14.5
CONCORD	22	2		
DOVER	12	2		
KEENE	8	2		
LACONIA	13	2		
LITTLETON	3			
MANCHESTER	44	6		
NASHUA	14	2		
PORTSMOUTH	16	2		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Oil companies
Real estate companies
Title-insurance companies
Federal and state agencies
Private and corporate law offices

NATIONAL WAGE RANGE:

$15,100-$21,800

WORK CONDITIONS:

May spend long hours in research
Can be required to sit for long periods
Generally inside work

RELATED OCCUPATIONS:

Legal Investigator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare patent applications and present them to the U.S. Patent Office.
- Direct workers who search for public records.
- Write summaries of laws for lawyers to refer to in court.
- Review legal contracts to see if they conform to certain regulations.
- Research appeals cases of civil service workers.
- Research laws, investigate facts, and prepare legal papers to help lawyers prepare court cases.
- Look through public records to find property titles and other legal records.
- File and deliver deeds and other legal papers.
- Find out if taxes have been paid on land that is up for sale.
- Search through public and private recrods to compile lists of legal documents that affect property titles.
- Hold funds for contracting parties.

• HOURS OF WORK:

May be required to work evenings and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local paralegal association
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Legal Assistants, Inc.
3005 East Skelly Dr., Suite 120
Tulsa, Oklahoma 74105

National Federation of Paralegal Associations
P.O. Box 1410, Ben Franklin Station
Washington, D.C. 20044

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Psychology
Speech
Business Dynamics

• EDUCATION/TRAINING NEEDED:

Graduation from Criminal Justice College Program
On the job training---in rare cases

• SPECIAL REQUIREMENTS:

Voluntary certification

SOC	3960	DOT	119-267-026
MATRIX	10242203		119-267-022
GOE	11.04.02		
CIP	22.0103		

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NAVY
COAST GUARD
AIR FORCE
MARINES

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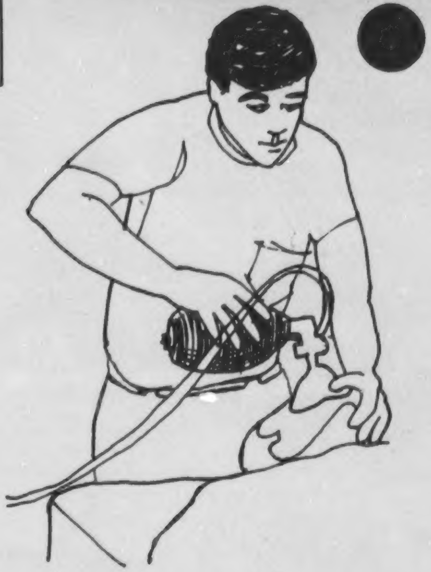
New Hampshire VIEW

Vital Information for Education and Work



PARAMEDIC

JOB DESCRIPTION:

These workers work as members of an emergency medical team. They administer first-aid treatment to sick or injured persons and transport them to a medical facility. They may assist in controlling crowds, protecting valuables, or may perform other duties at the scene of a catastrophe. They may also assist professional medical personnel in emergency treatment administered at a medical facility.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	122	196	**TOTAL** 74	**AVE. RATE** 5.5

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**
BERLIN	5		Services, Other 100.0
CLARMONT	21	2	
CONCORD	13	1	
DOVER	7		
KEENE	9		
LACONIA	12	1	
LITTLETON	5		
MANCHESTER	20	2	
NASHUA	15	1	
PORTSMOUTH	6	1	
PT. LAW-HAV	2	0	

ADVANCEMENT OPPORTUNITIES:

Emergency Medical Services Coordinator
Supervisory Positions

SAMPLE PLACES OF WORK:

Hospitals and clinics
Emergency health services
Ambulance services
Public health agencies

NATIONAL WAGE RANGE:

$7,000 – $20,000

WORK CONDITIONS:

Both inside and outside work, in all types of weather.
Work can be very strenuous and can produce great pressure

RELATED OCCUPATIONS:

Emergency Medical Technician
Medical Assistant

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Respond to instructions from emergency medical dispatcher
- Drive specially equipped emergency vehicle to specified location
- Monitor communication equipment to maintain contact with dispatcher
- Remove or assist in removal of victims from scene an accident
- Determine nature and extent of illness or injury
- Establish first aid procedures to be followed or need for additional assistance
- Administer prescribed first aid treatment at the site of an emergency.
- Apply a splint, administer oxygen, treat wounds, administer artificial resuscitation, etc.
- Communicate with professional medical personnel to obtain instructions regarding further treatment
- Assist in removal of victims from vehicle
- Assist treatment center admitting personnel to obtain and record information related to victim's vital statistics and circumstances of emergency

- **HOURS OF WORK:**

Often work evenings and weekends

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local hospitals; police, fire, and health departments for training courses
Local Guidance Counselor

See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Association of Emergency Medical Technicians
P.O. Box 334
Newton Highlands, MA 02161

641

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Drivers Education
Allied Health Occupations
Science
First Aid
Biology

- **EDUCATION/TRAINING NEEDED:**

High School Graduate
Graduation from Voc/Tech College Program al Care Techniques in Emergency Medical Care Paramedic
Paramedic, Certified (2-year program)

- **SPECIAL REQUIREMENTS:**

18 years old
Valid drivers license

642

SOC 3690
MATRIX 10121008
GOE 2 10.03.02
CIP 19.0201

DOT 079.374 010

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

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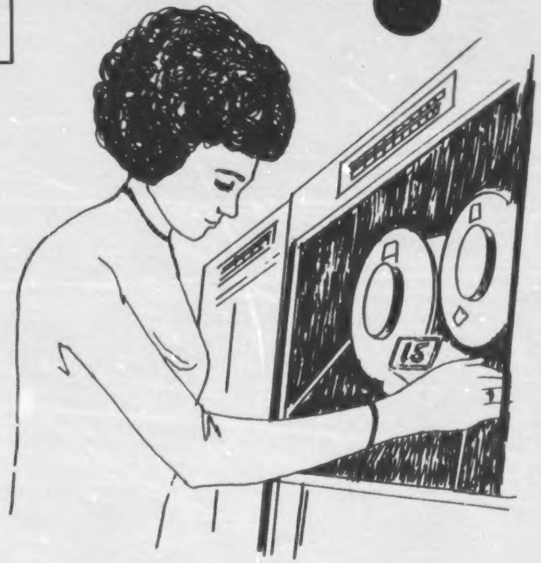
New Hampshire VIEW
Vital Information for Education and Work



PERIPHERAL EDP EQP OPERATOR

JOB DESCRIPTION:

Operate machines that are used along with computers. These machines include devices used to load data into computers, (such as tape drives and disk drives), as well as printers and other devices used to retrieve computer output. Also included are stand-alone equipment, such as card-to-tape machines, card sorters, and collators (machines that arrange material in a certain order). These workers set up and adjust these machines, load and unload input cards or tapes, and unload and sort computer output such as cards or printouts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	100	188	**TOTAL**	88	**AVE. RATE**	8.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Construction	1.8
CLARMONT	5		Manufacturing	69.7
CONCORD	4		Trans,Comm,Util	7.3
DOVER	4		Trade,Whol&Ret	7.3
KEENE	7		Finance,Ins,Re	8.3
LACONIA	4		Services-Other	5.5
LITTLETON	1			
MANCHESTER	20	1		
NASHUA	35	5		
PORTSMOUTH	8	1		
PT. LAW-HAV	8	1		

WORK CONDITIONS:

May be noisy
Work in well-ventilated rooms

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Manufacturing firms
Banks
Government agencies
Insurance companies
Companies that provide data processing services for a fee
Computer centers in colleges and universities

NATIONAL WAGE RANGE:

$200-$375 weekly

RELATED OCCUPATIONS:

Sorting Machine Operator
Auxiliary-Equipment Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Tend a machine that sorts computer cards into groups.
- Place cards in a feedbox and push buttons on a control panel to sort them.
- Remove sorted cards from bins.
- Remove jammed cards to clear a sorting machine.
- Mount reels of magnetic tape onto spindles.
- Set guides, keys, and switches to prepare machines for operation.
- Wire control panels according to a diagram.
- Watch computer cards in a machine for signs of creases or tears.
- Unload cards from a machine and label them.
- Separate and sort printed output forms, using a special machine.
- Operate machines that process data from punched cards into printed records.
- Install a control panel, using wrenches and a screwdriver.
- Tend machines that copy printed material or punched cards.
- Tend machines that remove carbons from printout sheets and separate the sheets.

• HOURS OF WORK:

As computer centers in many organizations operate 24 hours a day, PERIPHERAL EQUIPMENT OPERATORS may work day, evening, or night shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local companies or agencies for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Data Entry
Equipment Operations
Algebra
Business Machines

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Program in Business Data Entry

Graduation from Voc/Tech College Program in Computer Information Systems

• SPECIAL REQUIREMENTS:

SOC	4613	DOT	213-382-010	ARMY	72G		AIR FORCE	51150
MATRIX	40040602		208-685-030	NAVY	DP		MARINES	7034
GOE	07.06.01		213-685-010	COAST GUARD		QC-65		
CIP	07.0304							

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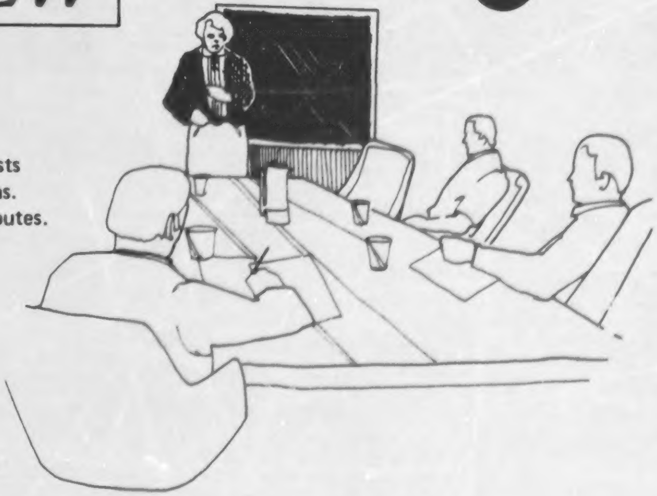
NewHampshire VIEW

Vital Information for Education and Work



PERSONNEL AND LABOR RELATIONS SPECIALIST

JOB DESCRIPTION:

These people make sure that workers and work activities are handled according to set procedures. Personnel specialists recruit, select, and place workers. They also prepare job descriptions and conduct benefit, safety, and other programs. Labor Relations Specialists help develop, interpret, and enforce union contracts, and help to settle work related disputes.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	604	892	**TOTAL**	288	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	23	1	Construction	1.8
CLARMONT	37	2	Manufacturing	54.5
CONCORD	58	4	Trans,Comm,Util	2.0
DOVER	46	3	Trade,Whol&Ret	5.7
KEENE	37	2	Finance,Ins,Re	5.4
LACONIA	37	2	Services-Other	20.8
LITTLETON	10		Government	9.8
MANCHESTER	128	8		
NASHUA	141	16		
PORTSMOUTH	64	5		
PT. LAW-HAV	23	3		

WORK CONDITIONS:

May be shift work
Inside
Few hazards

ADVANCEMENT OPPORTUNITIES:

Managerial position

SAMPLE PLACES OF WORK:

Manufacturing firms
Government agencies
Insurance companies
Airlines
Banks
Department stores
Private employment agencies

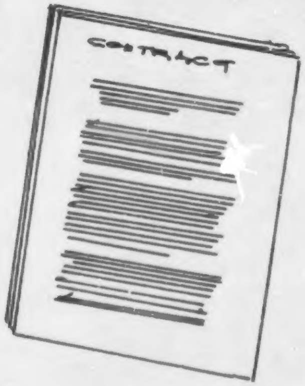
NATIONAL WAGE RANGE:

$12,700-$42,000

RELATED OCCUPATIONS:

Job Analyst
Conciliator
Retirement Officer
Employee Welfare, Benefits, Education and Training Managers
Training Representative
Prisoner Classification Interviewer
Occupational Analyst

MORE ABOUT THE JOB:



• SAMPLE WORK ACTIVITIES:

- Explain policies, rules, and benefits to new workers.
- Develop manuals, reporting forms, training films, and slides to be used in job studies.
- Study information about wages, hours, and working conditions in a plant to see if a labor contract is being honored.
- Review job applicants' work history, education and training, job skills, and other information to decide if they should be hired.
- Observe workers and talk with their supervisors to determine job and worker requirements.
- Interview new workers to find out what type of work program is best suited for them.
- Conduct hearings to settle contract disputes between labor and management.

• HOURS OF WORK:

Most of these workers have a standard 40 hour work week. However, Labor Relations Specialists sometimes work overtime when labor contracts are being negotiated.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society for Personnel Administration
30 Park Drive
Berea, Ohio 44017

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Science
Business Dynamics
Psychology
Sociology
Speech
Algebra

• EDUCATION/TRAINING NEEDED:

Graduation from College Program
in Office Administration

• SPECIAL REQUIREMENTS:

SOC	1430	DOT	166-267-018	166-227-010	ARMY	75B	AIR FORCE	73250
MATRIX	10242802		079-127-010	169-207-010	NAVY	YM-2526	MARINES	0121
GOE	11.03.04		166-067-010	166-117-014	COAST GUARD	YN		
CIP	07.0503		166-267-022	166-267-030				

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New Hampshire VIEW

Vital Information for Education and Work

PERSONNEL CLERK

JOB DESCRIPTION:

PERSONNEL CLERKS gather and file information on the training, skills, job duties, work history, and traits of a firm's employees. They also may compile and type reports from worker records. Many have other duties as well. They may prepare and mail forms or letters, act as receptionist, or check job applicants' references.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE	
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13	1	Construction	.3
CLARMONT	20	2	Manufacturing	47.6
CONCORD	35	3	Trans. Comm. Util.	1.6
DOVER	30	2	Trade, Whol.&Ret.	3.8
KEENE	20	2	Finance, Ins., Re.	9.5
LACONIA	20		Services–Other	20.5
LITTLETON	8		Government	16.7
MANCHESTER	62	5		
NASHUA	57	7		
PORTSMOUTH	50	4		
PT. LAW-HAV	8	1		

ADVANCEMENT OPPORTUNITIES:

- Administrative Assistant
- Office Manager
- Clerical Supervisor

SAMPLE PLACES OF WORK:

- Finance, insurance, and real estate firms
- Manufacturing companies
- Government agencies
- Hospitals
- Businesses and Industries

NATIONAL WAGE RANGE:

Not available

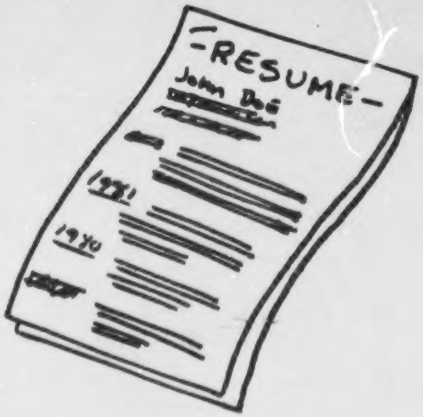
WORK CONDITIONS:

- Inside work
- Some contact with personnel
- May require sitting for long periods

RELATED OCCUPATIONS:

- Insurance Clerk
- Civil Service Clerk
- Employment Clerk
- Identification Clerk
- Agent–Contract Clerk

MORE ABOUT THE JOB:



SAMPLE WORK ACTIVITIES:

- Keep records of the selection and placement of workers in civil service positions
- Mail out application forms
- Answer applicant's questions about salaries and benefits
- Check applications to make sure they are complete and accurate
- File application forms, test papers, and records
- Record information on file cards
- Type reports and forms
- Talk with job applicants to get information such as work experience, education, training, and interests
- Call applicants for jobs to tell them that they have been accepted or rejected
- Compile personal information about the families of military workers
- Write to references to find out about an applicants' social and moral background
- Photograph or fingerprint new workers
- Keep insurance records on employees
- Record information on workers such as name, address, earnings, absences, and amount of sales
- Compile detailed bills for services received by hospital patients

HOURS OF WORK:

Generally, a standard 35–40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  Local businesses for on-the-job training
  Local Guidance Counselor
  See Appendix A
  See Appendix B

WHERE TO GET FURTHER INFORMATION:

The American Society for Personnel Administration
52 East Bridge Street
Berea, Ohio 44017

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing, General Office Related Programs, ping,
Shorthand
Business Dynamics
Accounting/Bookkeeping/Recordkeeping
Vocational Office Occupations

EDUCATION/TRAINING NEEDED:

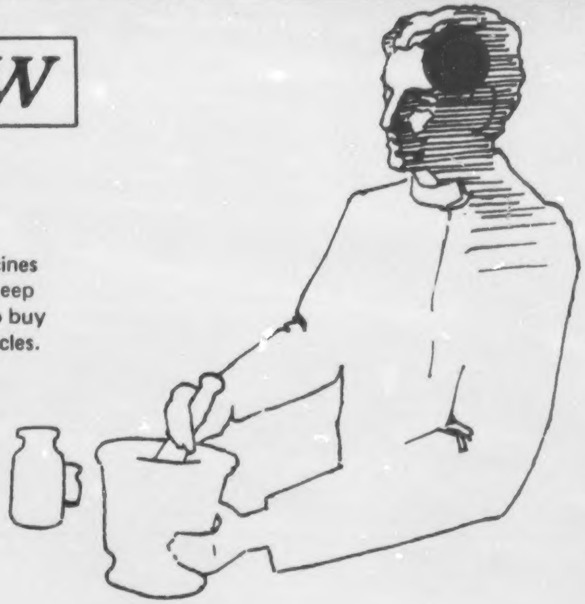
High school graduate preferred
Graduation from Approved Sec/Voc Business & Office Program
Graduation from Voc/Tech College Program in Administrative Secretarial Management
On the job training

SPECIAL REQUIREMENTS:

SOC	4692	DOT	209 362 026	205 362 022	ARMY	75-B	AIR FORCE 73250
MATRIX	40062602		205 567 010	241 267 010	NAVY	YN-2526	MARINES 0121
GOE	07.05.03		205 362 010		COAST GUARD	Q YN	
CIP	07.0503		205 362 014				

New Hampshire VIEW

Vital Information for Education and Work



PHARMACIST

JOB DESCRIPTION:

Pharmacists dispense drugs and medicine prescribed by doctors and dentists. They also advise people on the use of medicines that can be bought without a doctor's order. They may prepare medicines and test drugs for purity and strength. Some keep records of the drugs patients use and advise doctors on the selection and use of drugs. Many who work in drug stores also buy and sell goods and hire and supervise staff. Others teach, do research, do consulting work, or write and edit technical articles.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	375	558	**TOTAL**	183	**AVE. RATE**	4.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15	2	Trade,Whol&Ret	73.2
CLARMONT	41	5	Services-Other	24.7
CONCORD	29	3	Government	2.1
DOVER	39	5		
KEENE	25	3		
LACONIA	27	3		
LITTLETON	11	1		
MANCHESTER	74	8		
NASHUA	52	6		
PORTSMOUTH	38	5		
PT. LAW-HAV	23	3		

WORK CONDITIONS:

Clean, well-lighted working area
Standing for long periods
Some hazards

ADVANCEMENT OPPORTUNITIES:

Managerial position
Sales research
Quality control
Advertising
Production

SAMPLE PLACES OF WORK:

Hospitals
Nursing homes
Community pharmacies
Companies that make drugs
Wholesale drug companies
Government and educational institutions
Pharmacy and medical schools
Military services

NATIONAL WAGE RANGE:

$15,200-$48,500

RELATED OCCUPATIONS:

Pharmacy Helper

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Put the correct amount of pills or capsules in bottles as a doctor requests.
- Mix and prepare medicines and drugs.
- Refrigerate drugs, vaccines, and serums.
- Advise customers how to take medicine and drugs.
- Sterilize solutions for making medicines.
- Sell toothpaste, deodorant, and cough medicines.
- Advise doctors on the effects or strength of new drugs.
- Write articles for pharmacy magazines about new or different techniques.
- Answer patients' questions about prescribed medicines.
- Order and maintain drug supplies and chemicals.
- Instruct interns in the use and effects of medicines and drugs.

- **HOURS OF WORK:**

Many pharmacists work extra hours in second jobs, often as consultants to nursing homes and other facilities. Pharmacists often work during evenings and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Association of Colleges of Pharmacy
Office of Student Affairs
4630 Montgomery Avenue, Suite 201
Bethesda, Maryland 20014

American Pharmaceutical Association
2215 Constitution Avenue, N.W.
Washington, D.C. 20037

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Calculus
Physics
Chemistry, biology
Allied Health

- **EDUCATION/TRAINING NEEDED:**

Graduation from Allied Health
College Program in Pharmacy

- **SPECIAL REQUIREMENTS:**

License

SOC	3010	DOT	074-161-010
MATRIX	10101201		
GOE	02.04.01		
CIP	18.1401		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

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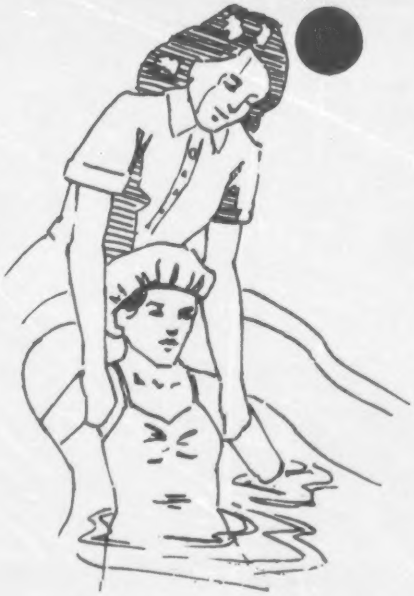
New Hampshire VIEW

Vital Information for Education and Work



PHYSICAL THERAPIST

JOB DESCRIPTION:

Physical therapists give treatments to help relieve patients' pain and develop or restore their physical health. They help persons with muscle, nerve, joint, and bone diseases, or injuries to overcome their disabilities. Their patients include accident victims, handicapped children, and disabled older persons. They test and measure physical abilities and plan treatment programs. They may use such means as exervise, massage, water, or electricity to relive pain or improve the condition of muscles and skin.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	204	317	**TOTAL**	113	**AVE. RATE**	5.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9		Services-Other	79.7
CLARMONT	20	2	Government	20.3
CONCORD	20	2		
DOVER	14	2		
KEENE	19	2		
LACONIA	16	2		
LITTLETON	7			
MANCHESTER	38	4		
NASHUA	34	4		
PORTSMOUTH	21	2		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Teaching
Research
Administrative position

SAMPLE PLACES OF WORK:

Hospitals
Clinics
Schools
Research firms
Rehabilitation centers
Nursing homes
Doctors' offices
Military services
Government agencies

NATIONAL WAGE RANGE:

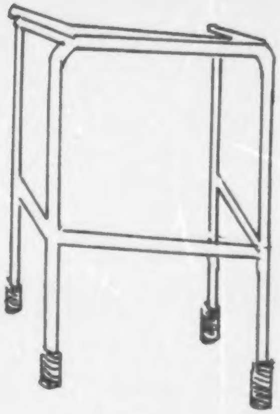
$13,700-$27,000

RELATED OCCUPATIONS:

Occupational Therapist
Nurse

WORK CONDITIONS:

Work in pleasant surroundings
Can be physically exhausting
Standing and lifting required



MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study doctors' instructions and medical records to plan treatment programs for patients.
- Test and measure physical traits such as strength and range-of-movement.
- Instruct and assist patients in exercise and therapy.
- Write reports that describe patients' progress in therapy.
- Fit or adjust therapy equipment such as crutches, braces, sound machines, traction devices, and exercise machines.
- Help patients develop work skills, using such means as art or photography lessons.

• HOURS OF WORK:

Physical therapists may be required to work during evenings and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Physical Therapy Association
1156 15th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Allied Health Occupations
Biology
Physics
Chemistry
Algebra

• EDUCATION/TRAINING NEEDED:

Graduation from Allied Health
College Program in Physical Therapy

• SPECIAL REQUIREMENTS:

License

SOC	3033	DOT	076-121-014
MATRIX	10101804		
GOE	10.02.02		
CIP	17.0813		

ARMY	91J	AIR FORCE	91350
NAVY	HM-8466	MARINES	--
COAST GUARD	HM		

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New Hampshire VIEW

Vital Information for Education and Work

PHYSICIAN AND/OR SURGEON

JOB DESCRIPTION:

Physicians and surgeons perform medical exams, diagnose diseases, and treat people who are suffering from injury or disease. They also advise patients on how to prevent disease and keep fit through proper exercise and diet. They generally work in their offices and in hospitals. Some, however, visit patients in their homes or in nursing homes. Most physicians specialize in a certain field of medicine. Some also do research or teach in medical schools. A few write and edit medical books.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	845	1312	**TOTAL**	467	**AVE. RATE**	5.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	30	3	Finance,Ins,Re	.1
CLARMONT	124	9	Services-Other	85.6
CONCORD	97	7	Government	14.3
DOVER	70	6		
KEENE	63	5		
LACONIA	67	6		
LITTLETON	26	2		
MANCHESTER	156	11		
NASHUA	109	8		
PORTSMOUTH	85	6		
PT. LAW-HAV	18	1		

WORK CONDITIONS:

Clean, well-lighted work areas
Considerable standing
Work under great amount of pressure

ADVANCEMENT OPPORTUNITIES:

Private practice

SAMPLE PLACES OF WORK:

- Private offices
- Nursing homes
- Medical centers and clinics
- Government agencies
- Medical research firms
- Companies that publish medical books and journals
- Military services
- Hospitals
- Medical schools
- Medical laboratories
- Public health facilities

NATIONAL WAGE RANGE:

$38,000-$74,500

RELATED OCCUPATIONS:

Psychiatrist
Anesthesiologist
Medical Officer
Specialties such as: Cardiologist, Dermatologist, Gynecologist, Internist, Pathologist, Neurologist, Ophthalmologist, Pediatrician, Proctologist, Radiologist

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Give drugs to people so they won't feel pain in surgery.
- Check a patient's heartbeat with a stethoscope.
- Determine the physical condition of people who are applying for insurance.
- Give shots to schoolchildren to prevent them from getting diseases.
- Deliver babies and care for mothers before and after childbirth.
- Operate on patients' eyes to save their eyesight.
- Prescribe medicine to treat skin diseases.
- Treat cancer patients with X rays.
- Determine the nature and extent of mental disorders in patients.
- Examine bodies to find the cause of death.
- Perform surgery.

- **HOURS OF WORK:**

Many physicians and surgeons have longer working days and irregular hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Medical Association
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Association of American Medical Colleges
Suite 200, One Dupont Circle, N.W.
Washington, D.C. 20036

Council on Medical Education
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Allied Health Occupations
Chemistry
Physics
Biology
Algebra

- **EDUCATION/TRAINING NEEDED:**

Graduation from Allied Health College Program,
4-year course of instruction in medical school, and
1 or more years of training in a hospital

- **SPECIAL REQUIREMENTS:**

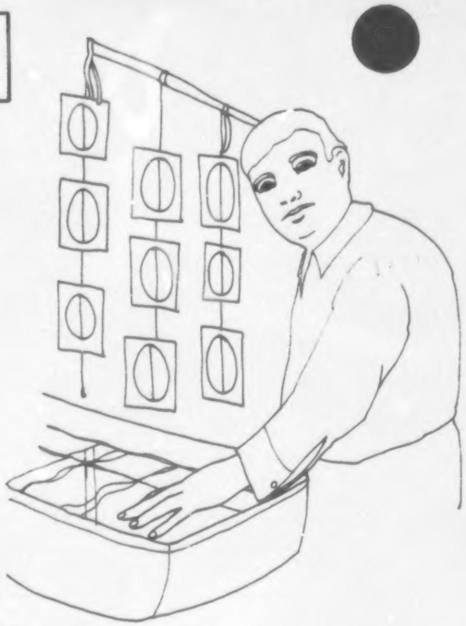
License

SOC	2610	DOT	070-101-078	070-107-014
MATRIX	10101401		071-101-010	070-101-014
GOE	02.03.01		070-101-018	070-101-010
CIP	17.0508		070-101-046	070-101-090

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

NewHampshire VIEW

Vital Information for Education and Work



PLATER HELPER

JOB DESCRIPTION:

These workers assist platers or work in standardized production operations, performing any combination of the following tasks: fasten or remove metal objects from hooks or plating racks, or place objects in baskets or barrels for immersion in cleaning, plating, or rinsing solutions. Immerses objects in cleaning solutions, or plating solution and suspends objects from cathode bar. These workers may use an oven, centrifugal drier, or sawdust-filler containers to dry plated objects.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	208	329	**TOTAL**	121	**AVE. RATE**	5.3

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN			Manufacturing	100.0
CLARMONT	1			
CONCORD	21	2		
DOVER	25	2		
KEENE	8			
LACONIA	12	1		
LITTLETON	6			
MANCHESTER	55	5		
NASHUA	45	4		
PORTSMOUTH	3			
PT. LAW-HAV	31	3		

ADVANCEMENT OPPORTUNITIES:

Plater Supervisor

SAMPLE PLACES OF WORK:

Manufacturing plants
Foundries
Oil refineries
Wholesale trade firms

NATIONAL WAGE RANGE:

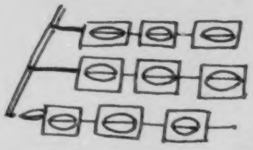
Not available

WORK CONDITIONS:

Inside work
Much standing and lifting
May be strenuous

RELATED OCCUPATIONS:

Electroplating Laborer
Plate Take Out Worker
Plater



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Fasten metal objects to hooks or plating racks.
  - Place objects in baskets or barrels.
  - Carry objects between conveyors.
  - Immerse objects in cleaning solutions.
  - Use oven to dry plated objects.
  - Pack objects in boxes or cartons for shipment.

- **HOURS OF WORK:**

These workers may work in shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industry for informal on-the-job training
Local guidance counselor
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Local office of the State Employment Service

Laborer's International Union of North America
905 16th Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech
Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Graduation from Voc/Tech College
Program in Specific Skills Training

- **SPECIAL REQUIREMENTS:**

SOC	8769	DOT	500-687-010
MATRIX	61088834		500-686-010
GOE	06.04.24		
CIP			

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

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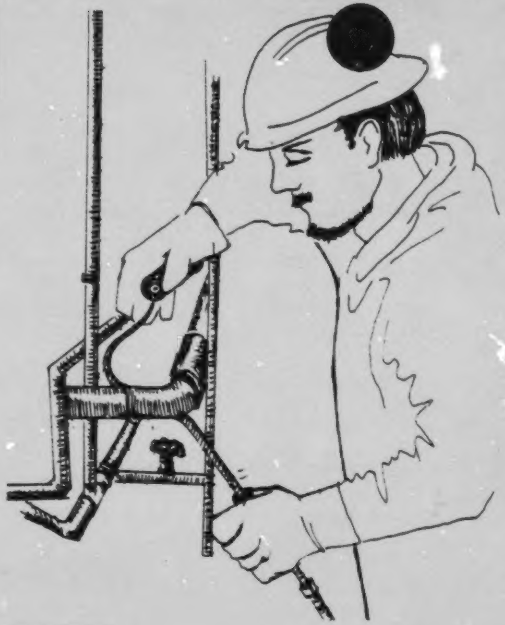
New Hampshire VIEW

Vital Information for Education and Work

PLUMBER AND/OR PIPEFITTER



JOB DESCRIPTION:

These workers install pipe systems that carry water, steam, air, or other liquids or gases. They also repair piping systems and put in plumbing fixtures, appliances, and heating and cooling equipment. Some install water, gas, and waste disposal systems in buildings; oil, air, and water lines in engines; or piping systems in planes or ships. Others install complex pipe systems used by oil refineries and nuclear plants. They use wrenches, drills, saws, torches, power machines, and many other kinds of tools and equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1190	1491	**TOTAL**	301	**AVE. RATE**	2.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	95	5	Construction	70.5
CLARMONT	64	4	Manufacturing	15.2
CONCORD	130	9	Trans, Comm, Util	1.0
DOVER	68	5	Trade, Whol & Ret	.5
KEENE	117	8	Finance, Ins., Re.	.2
LACONIA	95	6	Services–Other	7.9
LITTLETON	54	3	Government	4.7
MANCHESTER	242	16		
NASHUA	131	9		
PORTSMOUTH	134	8		
PT. LAW-HAV	58	3		

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self employment

SAMPLE PLACES OF WORK:

Government agencies
Public utilities
Ship building companies
Aircraft manufacturers
Private homes and businesses
Plumbing, pipefitting and steamfitting contractors
Petroleum, chemical and food-processing industries

NATIONAL WAGE RANGE:

$10.53–$13.54
per hour

WORK CONDITIONS:

Demanding work, heavy lifting and standing for long periods
Indoors and outdoors in all types of weather
Often work in cramped and dirty places

RELATED OCCUPATIONS:

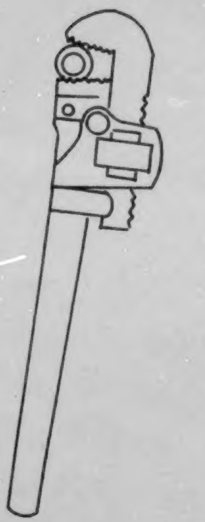
Coppersmith
Pipe Cutter
Gas-Main Fitter
Industrial Gas Fitter

Coppersmith apprentice
Plumber/PipeFitter Apprentice
Water Softener Servicer/Installe
Plumbing Assembler Installer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

Cut, bend, and put together sections of pipe to install heat and power systems in ships.
Repair toilets, sinks, and waste disposal systems in homes and businesses.
Install and service oil burners in furnaces.
Cut, thread, and bend pipes, using hand tools and power tools.
Lay pipe to repair and extend gas lines between gas mains and homes.
Follow blueprints to install air, fuel, and water lines on diesel engines.
Put together and test hydraulic systems in aircraft and missiles.
Install gas-heating units in industrial boilers.
Assemble sprinkler systems used in yards and buildings.
Study building plans to put in home drainage systems.
Dig ditches to lay gas pipe below streets.
Deliver and install water-softner tanks.
Cover boilers and cooling units with asbestos or cork to reduce heat loss and deaden sound.
Install gas and water meters.



- **HOURS OF WORK:**

Hours could vary, depending on job, location, etc.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Plumbing-Heating-
Cooling Contractors
1016 20th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Mathematics
Drafting
Physics
Machine Tool/Machine Shop
Plumbing, Pipefitting, Steamfitting

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Apprenticeship Program
Graduation from approved Sec/Voc
Construction Trades Program

- **SPECIAL REQUIREMENTS:**

License required by most communities.

SOC	6450	**DOT**	862-381-030	862-281-010	**ARMY**	—	**AIR FORCE**	55255
MATRIX	5002323		862-381-026	862-281-014	**NAVY**	UT	**MARINES**	1121
GOE	05.05.03		862-684-034	862-381-014	**COAST GUARD**	DC		
CIP	46.0503		862-361-014	862-682-010				

New Hampshire VIEW

Vital Information for Education and Work

POLICE PATROL OFFICER

JOB DESCRIPTION:

These workers enforce law, prevent crime, and protect the public. Their duties range from controlling traffic to solving criminal cases. Many specialize in a particular work area such as customs patrol, protective services, traffic survey, crime prevention, or narcotics and vice. Some work in special units such as motorcycle squads, harbor or helicopter patrols, rescue squads, or youth aid services. Work duties vary.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1623	2390	**TOTAL**	767	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	82	6	Government	100.0
CLARMONT	107	8		
CONCORD	255	18		
DOVER	204	15		
KEENE	90	7		
LACONIA	176	13		
LITTLETON	64	5		
MANCHESTER	287	20		
NASHUA	158	12		
PORTSMOUTH	154	12		
PT. LAW-HAV	46	3		

ADVANCEMENT OPPORTUNITIES:

Sergeant
Lieutenant
Captain

SAMPLE PLACES OF WORK:

State investigation agencies
Local, city, and state police departments
Federal agencies such as the Federal Bureau of Investigation and the Border Patrol

NATIONAL WAGE RANGE:

$13,000-$20,500

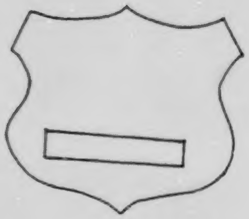
WORK CONDITIONS:

May be risk of life
Injury rate higher than most occupations
Work under varying degree of emotional pressure

RELATED OCCUPATIONS:

Border Guard
State Highway Police Officer
Accident Prevention Squad Police Officer
Highway Patrol Pilot

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**
  - Patrol city housing projects and parks to prevent crimes and keep the peace.
  - Arrest people who sell or use illegal drugs.
  - Investigate traffic accidents to get details about what happened.
  - Fly a plane to patrol highways and enforce traffic laws.
  - Walk an assigned beat to prevent crime and arrest violators.
  - Drive a highway patrol car to enforce state motor vehicle and criminal laws.
  - Watch crime suspects to get information about them.
  - Prevent people from illegally entering the country.
  - Take fingerprints at the scene of a crime.
  - Write activity reports.

- **HOURS OF WORK:**

Some police officers are on duty over weekends, on holidays, and at night. The scheduled work week is 40 hours, but they may work overtime in emergencies.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local law enforcement agency for training
Local guidance counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

International Association of Chiefs of Police, Inc.
1319 18th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

American History
American Government
Drivers Training
Psychology
Physical Education
Business Law

- **EDUCATION/TRAINING NEEDED:**

Graduation from a Safety Studies College
Program beneficial
Formal training at Police Department Academies

- **SPECIAL REQUIREMENTS:**

677

SOC	5132	DOT	375-263-018	375-263-010	ARMY	81152	AIR FORCE	95B
MATRIX	70101006		375-263-014	375-163-014	NAVY	MA	MARINES	5811
GOE	04.01.02		375-363-010		COAST GUARD	–		
CIP	43.0107							

VIEW SCRIPT–168a

New Hampshire VIEW

Vital Information for Education and Work

POLICE/DETECTIVE SUPERVISOR

JOB DESCRIPTION:

These people supervise police who keep law and order, detect and prevent crimes, control traffic, and investigate criminal cases. They study assignments and determine the workers, materials, and supplies needed to complete them. They establish work procedures, assign duties, and enforce discipline. They train new officers, explain police rules and laws, and enforce safety rules. They prepare reports and recommend ways to improve work methods, and conditions. They also may perform many of the duties of the officers they supervise.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	271	397	**TOTAL**	126	**AVE. RATE**	4.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13	1	Services-Other	3.6
CLARMONT	14	1	Government	96.4
CONCORD	69	5		
DOVER	24	2		
KEENE	12	1		
LACONIA	33	2		
LITTLETON	11	1		
MANCHESTER	43	3		
NASHUA	25	2		
PORTSMOUTH	20	2		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Administrative executive

SAMPLE PLACES OF WORK:

State highway patrols
Military prisons
Harbor patrols
State bureaus of investigation
Federal Bureau of Investigation
City and county police and sheriff's departments

NATIONAL WAGE RANGE:

$7,300-$23,700

WORK CONDITIONS:

There may be risk of life
Work under varying degrees of pressure

RELATED OCCUPATIONS:

Desk Officer
Police Inspector
Traffic Sergeant
Police/Detective Lieutenant, Sergeant, Captain
Sheriff, Deputy, Chief
Launch Commander, Harbor Police
Head Correction Officer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Supervise correction officers at a prison.
- Supervise the activities of staff in a jail.
- Supervise police officers assigned to patrol duty.
- Direct the activities of officers who gather, classify, and identify evidence and keep police department records.
- Direct detectives who investigate auto thefts, and armed robberies.
- Supervise law officers who handle community social problems.
- Direct the activities of highway patrol officers.
- Supervise detectives who investigate murder cases.
- Direct officers who investigate persons suspected of law violations, such as gambling, prostitution, or drug dealing.
- Supervise officers assigned to a police precinct station.

• HOURS OF WORK:

Some police and detective supervisors are on duty over weekends, on holidays, and at night. The scheduled work week for these workers usually is 40 hours. May be needed to work overtime in emergencies.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local law enforcement agencies for training
Local guidance counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

International Association of Chiefs of Police, Inc.
1319 18th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Drivers Training
Social Studies
Psychology
American Government

• EDUCATION/TRAINING NEEDED:

Graduation from a Safety Studies College Program beneficial
Formal training at Police Department Academies

• SPECIAL REQUIREMENTS:

SOC	5112	DOT	375-167-038	375-137-014
MATRIX	70101004		377-117-010	375-267-026
GOE	04.01.01		375-167-030	375-137-026
CIP	43.0105		372-137-010	375-163-010

ARMY	95B	AIR FORCE	81152
NAVY	MA	MARINES	5811
COAST GUARD	--		

VIEW SCRIPT—169a

New Hampshire VIEW
Vital Information for Education and Work

POLICY CHANGE CLERK

JOB DESCRIPTION:

These workers compile data on changes in insurance policies and change records to conform to insured's specifications. They determine how to effect proposed changes, such as change in beneficiary or method of payment, increase in principal sum or type of insurance. They correspond with insured or agent and obtain supplemental information. They calculate the premium, commission adjustments, and new reserve requirements. They also transcribe data to abstract and assign computer codes for use in preparing documents and adjusting accounts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	674	1014	TOTAL	340	AVE. RATE	4.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Finance,Ins,Re	100.0
CLARMONT	5			
CONCORD	45	4		
DOVER	12			
KEENE	146	12		
LACONIA	6			
LITTLETON	2			
MANCHESTER	349	31		
NASHUA	11	2		
PORTSMOUTH	93	8		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Office Manager
Clerical Supervisor
Administrative Assistant

SAMPLE PLACES OF WORK:

Insurance companies
Government agencies

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

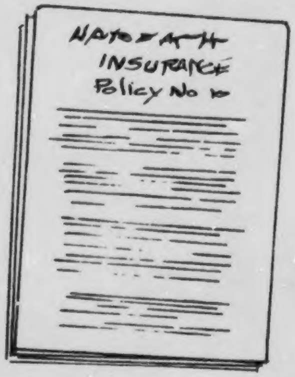
Good working conditions
Varied work
Accuracy is important

RELATED OCCUPATIONS:

Town Clerk
Special-Certificate Dictator

· 683

684



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Examine letter from insured or agent, original application, and other company documents.
- Determine how to effect proposed changes.
- Correspond with insured or agent to obtain supplemental information.
- Use rate books, statistical tables, and calculator to calculate premium, commission adjustments, and new reserve requirements.
- Transcribe data to abstract.
- Assign computer codes for use in preparing documents and adjusting accounts.
- Underwrite changes when increase in amount of risk occurs.

- **HOURS OF WORK:**

These clerks generally work regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local insurance company for on-the-job training
See Appendix A–Business and Office
See Appendix B–Business Administration
See Appendix C–Insurance
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Alliance of American Insurers
20 N. Wacker Drive
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting, Bookkeeping and Related Occupations
Typing
Shorthand
Computer Science
Statistics

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc Business and Office Program
Graduation from a Voc/Tech College Program in Business Administration
Graduation from College Program in Insurance
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	4699	DOT	219-362-042	ARMY	AIR FORCE
MATRIX	40065212		209-382-014	NAVY	MARINES
GOE	07.02.02			COAST GUARD	
CIP	07.0203				

VIEW SCRIPT–170a

NewHampshire VIEW

Vital Information for Education and Work

POSTAL MAIL CARRIER

JOB DESCRIPTION:

Mail carriers walk or drive over planned routes to deliver and collect mail. In the early mornings, they pick up their mail at the post office and arrange it for delivery. They then deliver the mail to places along their routes. They also collect postage-due and delivery fees for registered, certified, or insured mail. When they have completed their routes, they return to the post office with the mail they have gathered from places along their routes. They also turn in mail receipts and fees collected during the day.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1646	1982	**TOTAL**	336	**AVE. RATE**	1.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	39	2	Government	100.0
CLARMONT	69	3		
CONCORD	130	6		
DOVER	111	6		
KEENE	98	5		
LACONIA		2		
LITTLETON	34			
MANCHESTER	681	36		
NASHUA	211	11		
PORTSMOUTH	226	12		
PT. LAW-HAV	46	3		

WORK CONDITIONS:

Mostly outside work
Very few hazards
Some lifting

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

U.S. Postal Service

NATIONAL WAGE RANGE:

$18,282-$20,121

RELATED OCCUPATIONS:

Private Company Delivery
Rural Mail Carrier
Postal Clerk
Mail Clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Drive a mail truck to deliver mail in a county area.
- Pick up mail from roadside mailboxes.
- Insert mail into slots of a mail rack to sort it for delivery.
- Arrange mail for delivery according to locations along the route.
- Collect mail fees from people and have them sign receipts for mail.
- Enter changes of address in a route book.
- Readdress mail to be forwarded.
- Deliver packages to businesses and homes.

- **HOURS OF WORK:**

Most mail carriers begin work early in the morning, in some cases as early as 4 a.m., if they have routes in the business district. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local post office for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society for Public Administration
1829 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Drivers Training

- **EDUCATION/TRAINING NEEDED:**

High School diploma—advantage
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	4743	**DOT**	230-367-010
MATRIX	40063201		230-363-010
GOE	07.05.04		
CIP	07.0706		

ARMY	--	**AIR FORCE**	70250
NAVY	PC	**MARINES**	0161
COAST GUARD	QC-PC		

New Hampshire VIEW

Vital Information for Education and Work

POSTAL SERVICE CLERK

JOB DESCRIPTION:

These workers process mail in local post offices, large mailing processing centers. Most postal clerks sort mail. They separate incoming and outgoing mail into groups of letters, magazines, parcels, and newspapers. They also feed letters through stamp-canceling machines and sort mail by ZIP code for delivery or routing. Some work at public counters selling stamps, post-cards, and stamped envelopes. They also register, insure, and weigh mail and compute the cost of mailing items. A few give tests to POSTAL CLERKS.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	429	517	**TOTAL**	88	**AVE. RATE**	1.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	21	1	Government	100.0
CLARMONT	34	2		
CONCORD	37	2		
DOVER	42	3		
KEENE	35	2		
LACONIA				
LITTLETON	24	1		
MANCHESTER	103	6		
NASHUA	32	2		
PORTSMOUTH	85	5		
PT. LAW-HAV	18	1		

ADVANCEMENT OPPORTUNITIES:

Higher level nonsupervisory position such as expeditor
Supervisory position

SAMPLE PLACES OF WORK:

U.S. Postal Service

NATIONAL WAGE RANGE:

$18,282-$20,944

WORK CONDITIONS:

Inside work
Office work
Some standing, stooping, and bending

RELATED OCCUPATIONS:

Routing Clerk
Direct-Mail Clerk
Parcel Post Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Sort incoming mail into slots or bass, according to where it is going next.
- Feed letters into an electric canceling machine.
- Move mail from place to place in the post office.
- Give tests to postal clerks to see what they know about city, state, and regional addresses.
- Sell postage stamps, postcards, and stamped envelopes.
- Issue money orders.
- Place mail into slots. according to addresses, or names of persons.
- Weigh parcels on a scale and compute the mailing cost based on weight and destination.
- Fill out forms for complaints about mail service.
- Answer people's questions about mail regulations.

• HOURS OF WORK:

Regular 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local post office for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society for Public Administration
1829 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Social Science

• EDUCATION/TRAINING NEEDED:

High school graduate—minimum requirement

• SPECIAL REQUIREMENTS:

Civil service exam for postal workers

SOC	4742	**DOT**	243-367-014
MATRIX	40064201		209-687-014
GOE	07.05.07		239-367-018
CIP	07.0706		

ARMY	–	**AIR FORCE**	70250
NAVY	PC	**MARINES**	0161
COAST GUARD	SC-PC		

New Hampshire VIEW
Vital Information for Education and Work

POSTMASTER AND/OR MANAGER

JOB DESCRIPTION:

These people are responsible for the day-to-day operation of post offices. They supervise post office staff, set up work schedules, and handle customer complaints. Some are responsible for the operation and management of several post offices. They hire and train post office managers and direct safety, finance, maintenance, and other programs for post offices in their district. They also provide postal information to the public.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	169	203	TOTAL	34	AVE. RATE	1.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11	1	Government	100.0
CLARMONT	25	2		
CONCORD	18	1		
DOVER	14	1		
KEENE	24	1		
LACONIA				
LITTLETON	11	1		
MANCHESTER	26	2		
NASHUA	8			
PORTSMOUTH	27	2		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Executive position

SAMPLE PLACES OF WORK:

U.S. Postal Service

NATIONAL WAGE RANGE:

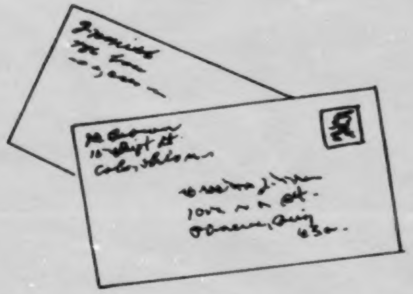
Not available

WORK CONDITIONS:

Inside work
May need to handle customer complaints

RELATED OCCUPATIONS:

Sectional Center Manager, Postal Service
Mailing Supervisor
Postal Clerk



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Organize and supervise mail processing and other activities in a post office.
- Handle customer complaints about mail service.
- Inform the public of postal laws and regulations.
- Prepare reports of post office activities.
- Select, train, and evaluate staff.
- Prepare work schedules.
- Direct the operation and management of district post offices.
- Approve post office budgets.
- Direct safety, finance, and maintenance services for post offices.
- Hire and fire top level post office management.
- Provide postal information to newspapers, businesses, and government agencies.

- **HOURS OF WORK:**

Regular 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local post office for on-the-job training
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society for Public Administration
1829 18th Street
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Social Science
Business Dynamics

- **EDUCATION/TRAINING NEEDED:**

High school graduate preferred
On the job training
Graduation from a Management College Program

- **SPECIAL REQUIREMENTS:**

SOC	1344	**DOT**	188-167-066
MATRIX	20041201		188-167-086
GOE	11.05.03		
CIP	[illegible]7.0706		

ARMY	--	**AIR FORCE**	70250
NAVY	PC	**MARINES**	0161
COAST GUARD	QC-PC		

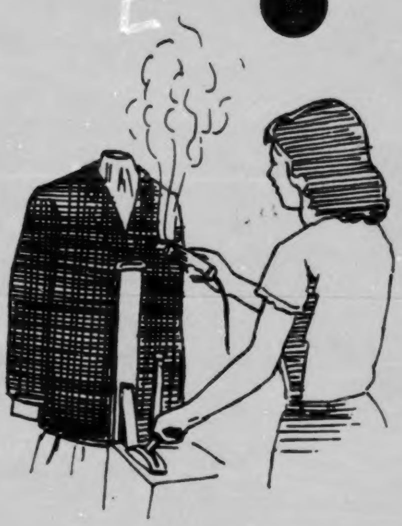
NewHampshire VIEW

Vital Information for Education and Work

PRESSER, MACHINE

JOB DESCRIPTION:

Pressers use various types of steam pressing machines or hand irons to flatten seams and to shape garment parts and finish garments. They may specialize in one type of pressing or ironing. Some may specialize as underpressers. They work on particular garment parts. Their duties vary from simple smoothing of cloth and flattening of seams to skillful shaping of garment parts. Others may specialize as finish pressers, who generally do final pressing and ironing. Their duties vary from operating a machine which presses a dozen folded shirts at a time to hand pressing delicate ruffles on an evening gown.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	488	613	TOTAL	125	AVE. RATE	2.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	20	1	Services-Other	87.2
CLARMONT	43	4	Manufacturing	12.8
CONCORD	35	2		
DOVER	38	3		
KEENE	47	4		
LACONIA	45	3		
LITTLETON	13			
MANCHESTER	125	10		
NASHUA	70	4		
PORTSMOUTH	50	4		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Inspector

SAMPLE PLACES OF WORK:

Drycleaning shops
Laundries
Valet shops
Shops that specialize in dyeing clothes and household fabrics
Firms that specialize in renting and cleaning uniforms, towels, diapers, and other linens

NATIONAL WAGE RANGE:

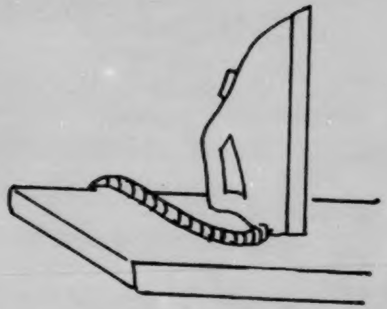
$9.27 per hour
Average

WORK CONDITIONS:

Work usually requires standing for long periods
Must work in heat from steam pressers
Must follow safety practices

RELATED OCCUPATIONS:

Flatwork Finisher
Sock Ironer
Rug Cleaner, Machine
Fur Ironer
Leather Finisher
Steam Oven Operator



MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate steam pressing machine, or hand iron.
- Press collars, shoulders, seams, or pockets.
- Smooth cloth and flatten seams.
- Shape garment parts.
- Do final pressing at end of sewing operation.
- Hand press delicate ruffles.

• HOURS OF WORK:

Usually 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3403**
- For More Information Contact:

Local dry cleaning and laundry industries for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Amalgamated Clothing Workers of America
15 Union Square
New York, N.Y. 10003

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Clothing, Apparel, Textiles
Vocational Home Economics

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
Graduation from an approved Sec/Voc Home Economics Program in Clothing, Apparel, Textiles

• SPECIAL REQUIREMENTS:

SOC	6855	DOT	363-682-018	363-682-014	ARMY	AIR FORCE
MATRIX	61081202		583-685-098	363-685-018	NAVY	MARINES
GOE	06.04.05		363-685-014	363-685-010	COAST GUARD	
CIP	20.0302		363-685-026	363-686-010		

New Hampshire VIEW

Vital Information for Education and Work

PRINCIPAL

JOB DESCRIPTION:

Principals work in public and private grade schools and high schools. They direct educational, administrative, and counseling activities and see to it that school programs meet state and school board standards. They plan school programs, enforce school rules, assign teachers and pupils to classes and counsel students on personal and academic matters. They also order school supplies and equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	636	843	TOTAL	207	AVE. RATE	2.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	25	2	Services-Other	11.9
CLARMONT	53	5	Government	88.1
CONCORD	73	4		
DOVER	60	5		
KEENE	49	3		
LACONIA	59	5		
LITTLETON	20	2		
MANCHESTER	93	8		
NASHUA	92	7		
PORTSMOUTH	78	5		
PT. LAW-HAV	33	2		

ADVANCEMENT OPPORTUNITIES:

Administrative position—executive

SAMPLE PLACES OF WORK:

Public and private elementary, junior high, and high schools

NATIONAL WAGE RANGE:

$27,900-$32,250

WORK CONDITIONS:

Mostly inside work
People oriented
Involves considerable sitting

RELATED OCCUPATIONS:

Dean
Assistant Principal

VIEW SCRIPT–174b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Coordinate school activities.
- Plan and supervise school social and recreational programs.
- Counsel students who have personal problems, educational, or career-related concerns.
- Enforce school rules.
- Evaluate educational programs to make sure they meet state and school board standards.
- Order-supplies, equipment, and teaching materials.
- Review the activities of teaching departments in a school.
- Talk with parents, teachers, and pupils to solve behavioral problems in the school.
- Work with colleges, community groups, and other schools to coordinate educational services.
- Supervise the assignment of teachers and pupils to classes.

• HOURS OF WORK:

Generally, these jobs involve a standard 35-40 hour work week with some overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

State Supervisor of Office of Occupational Education
State Department of Education
State Capital

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Child Care and Services
Algebra
Science–Social/Physical

• EDUCATION/TRAINING NEEDED:

Graduation from a College Program
in Education

• SPECIAL REQUIREMENTS:

Must be certified

SOC	1282	DOT	099-117-018	ARMY	AIR FORCE
MATRIX	20061699		091-107-010	NAVY	MARINES
GOE	11.07.03			COAST GUARD	
CIP	20.0203				

VIEW SCRIPT—175a

New Hampshire VIEW

Vital Information for Education and Work

PROCUREMENT CLERK

JOB DESCRIPTION:

These workers compile information and records to prepare purchase orders for procurement of material. Their job includes verifying nomenclature and specifications of purchase requests, searching inventory records or warehouse to determine if material on hand is in sufficient quantity, computing total cost of items purchased, etc.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	274	466	TOTAL	192	AVE. RATE	6.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9		Construction	2.5
CLARMONT	13	2	Manufacturing	82.5
CONCORD	22	2	Finance,Ins,Re	.4
DOVER	23	2	Services-Other	6.8
KEENE	17	2	Government	7.9
LACONIA	18	2		
LITTLETON	4			
MANCHESTER	31	2		
NASHUA	114	17		
PORTSMOUTH	19	2		
PT. LAW-HAV	5			

ADVANCEMENT OPPORTUNITIES:

Administrative assistant
Office manager

SAMPLE PLACES OF WORK:

Factories
Warehouses
Retail stores
Wholesale firms

NATIONAL WAGE RANGE:

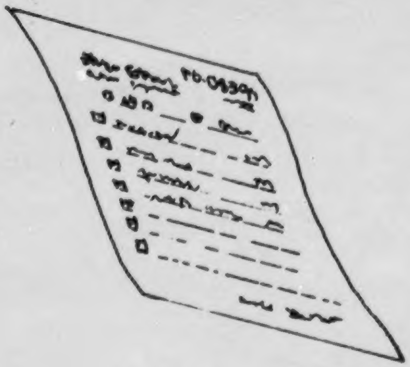
Not available

WORK CONDITIONS:

Inside work
May sit for long hours

RELATED OCCUPATIONS:

Film Replacement Orderer
Return-to-Factory Clerk



MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Consult catalogs and interview suppliers to obtain prices and specifications.
- Type or write invitation-of-bid forms and mail forms to supplier firms.
- Write or type purchase order and send copy to supplier and department originating request.
- Compile records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Confer with suppliers concerning late deliveries.
- Compare prices, specifications, and delivery dates, and award contract to bidders.
- Use adding machine to compute total cost of items purchased.
- Search inventory records of warehouse to determine how much inventory is on hand.

• HOURS OF WORK:

Usually work a standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries or retail/wholesale stores for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Wholesalers
1725 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Accounting/Bookkeeping/Recordkeeping
Office Practice
Business Math

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc
Office Occupations Business School

Graduatioin from a Voc/Tech College
Mid Management Program

• SPECIAL REQUIREMENTS:

SOC	4754	**DOT**	249-367-066
MATRIX	40065402		209-587-042
GOE	07.01.02		976-567-010
CIP	07.0708		

ARMY	765	**AIR FORCE**	64551
NAVY	SK	**MARINES**	3051
COAST GUARD	CG-SK		

New Hampshire VIEW
Vital Information for Education and Work

PRODUCTION CLERK

JOB DESCRIPTION:

These workers plan and schedule work activities in a business to insure that production or service schedules are met. They estimate the number of workers and amount and types of materials needed and then arrange for them to be provided. They schedule workers' time, relay work orders and schedules to departments, and compile work reports. They also may coordinate flow of materials and equipment between departments.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1189	1842	TOTAL	653	AVE. RATE	5.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	26		Construction	1.0
CLARMONT	47	3	Manufacturing	84.0
CONCORD	84	5	Trans,Comm,Util	10.4
DOVER	123	5	Finance,Ins,Re	.8
KEENE	91	6	Services-Other	3.2
LACONIA	75	3	Government	.6
LITTLETON	18	1		
MANCHESTER	215	10		
NASHUA	357	34		
PORTSMOUTH	91	8		
PT. LAW-HAV	61	9		

WORK CONDITIONS:

Inside work behind a desk
Requires sitting for long periods
May do tedious work with numbers

ADVANCEMENT OPPORTUNITIES:

Administrative assistant
Office manager
Clerical supervisor

SAMPLE PLACES OF WORK:

Trucking firms
Oil companies
Airline companies
Railroad companies
Manufacturing plants
Construction companies
Light, heat, and power companies
Printing and publishing companies
Photofinishing plants
Retail trade stores

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Traffic Clerk
Control Clerk
Job Tracer
Recorder
Reproduction Order Processor
Service Liaison Representative
Weave Defect Charting Clerk
Progress Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Plan and schedule work activities to make sure that production or service schedules are met.
- Study blueprints or drawings to determine the type and amount of material and equipment needed to make products.
- Review production schedules and talk with department supervisors to determine the material required.
- Prepare production schedules for products.
- Study production schedules and staffing tables to determine the number of workers required.
- Notify workers of their assignments.
- Adjust schedules to meet emergencies caused by increased production demands.
- Coordinate the activities of workers in various departments.
- Arrange for materials to be transferred between departments.
- Schedule the flow of work between departments to maintain production schedules.
- Review daily records of activities, records of materials received and used, and reports from various workers.
- Prepare and type reports.
- Compile weekly assignment schedules for workers in the production department.
- Relay scheduling information to workers.
- Compile duty rosters.
- Keep records and reports of tests performed.

• HOURS OF WORK:

These workers usually work a normal 35-40 hour week. Some may work shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Personnel Management Association
1313 East 60th Street
Chicago, Illinois 60637

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing and General Office Related Programs
Office Practice
Accounting/Bookkeeping/Recordkeeping

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc Business and Office Program
Graduation from a Voc/Tech College Program in Mid Management
On the job training

• SPECIAL REQUIREMENTS:

SOC	4752	DOT	221-382-018	221-367-078	ARMY	AIR FORCE
MATRIX	40062402		221-367-058	221-387-018	NAVY	MARINES
GOE	05.03.03		221-387-034	221-367-074	COAST GUARD	
CIP	07.0705		221-367-050	221-587-042		

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New Hampshire VIEW
Vital Information for Education and Work

PRODUCTION PACKAGER

JOB DESCRIPTION:

Tends machines that perform one or more packaging functions such as filling, marking, labeling, typing, packing, or wrapping containers. Starts machine and observes malfunction of the machine. Makes minor adjustments and repairs such as opening valves, changing forming and cutting dies, setting guides, clearing away damaged products. Inspects containers to insure that the product is packed according to specifications.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3099	3912	**TOTAL**	813	**AVE. RATE**	2.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	156	6	Construction	.3
CLARMONT	132	7	Manufacturing	82.1
CONCORD	177	10	Trade,Whol&Ret	15.9
DOVER	377	24	Services-Other	1.6
KEENE	233	15		
LACONIA	161	9		
LITTLETON	48	1		
MANCHESTER	468	25		
NASHUA	797	43		
PORTSMOUTH	420	26		
PT. LAW-HAV	130	8		

WORK CONDITIONS:

Indoors, noisy, may be dusty

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Manufacturing firms
Mills
Distributor companies

NATIONAL WAGE RANGE:

$8.14 per hour (average)

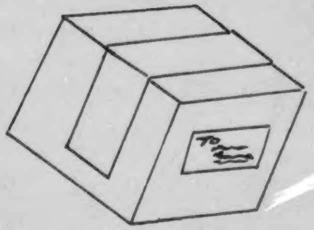
RELATED OCCUPATIONS:

- Trimmer and Wrapper
- Stuffer
- Cardboard Inserter
- Strapping Machine Operator
- Paper Pattern Folder
- Bag Loader
- Inspector Packer
- Boxer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Feed product to conveyors, hoppers, or other feeding devices.
- Replenish packing supplies.
- Mount supplies on spindles.
- Position and hold containers in machine while pressing pedal or button, or move lever to clean, glue label, sew or staple container.
- Tally units of product packaged.
- Record information such as size, weight, and type of products packaged.



• HOURS OF WORK:

These jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
See Appendix B–Machine Operators
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Brotherhood of Packinghouse and Industrial Workers
500 Adams Street
Kansas City, Kansas 66105

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Industrial Arts–Energy and Power Tech

• EDUCATION/TRAINING NEEDED:

Graduation from a Voc/Tech College Program in Machine Operations
On the job training

• SPECIAL REQUIREMENTS:

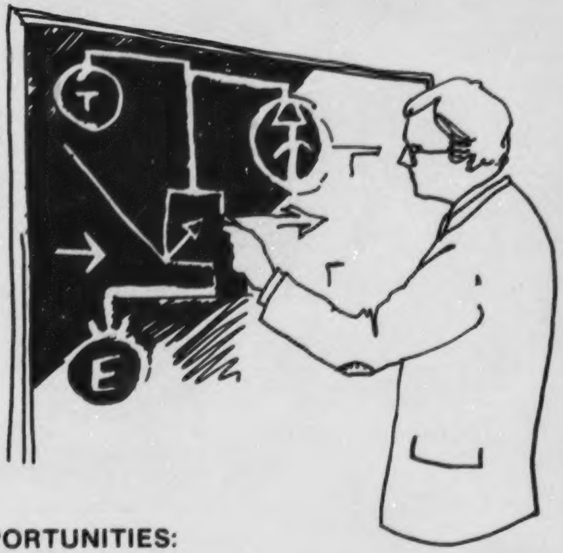
SOC	7651	DOT	920-687-066	731-685-014	ARMY	76V		AIR FORCE	60154
MATRIX	61060802		920-687-062	794-687-034	NAVY	--		MARINES	3052
GOE	06.04.38		737-687-014	737-687-094	COAST GUARD		–		
CIP	47.0406		737-587-018	784-687-042					

New Hampshire VIEW
Vital Information for Education and Work

PROFESSOR

JOB DESCRIPTION:

These people conduct classes for students at a college and university. They teach one or more subjects within a certain area. They prepare and give lectures and may conduct seminars or lab sessions. They lead class discussions and prepare, give, and grade exams. They may direct research programs, advise students, and work with committees to plan and revise courses and set degree requirements. They may do research and publish their findings in books or journals. Some act as heads of departments.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2503	3008	**TOTAL**	2459	**AVE. RATE**	1.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	27		Services-Other	30.9
CLARMONT	685	25	Government	69.1
CONCORD	327	13		
DOVER	705	46		
KEENE	214	10		
LACONIA	110	8		
LITTLETON				
MANCHESTER	278	13		
NASHUA	109	5		
PORTSMOUTH	51	4		
PT. LAW-HAV	2			

ADVANCEMENT OPPORTUNITIES:

Department head
Dean
President of the university

SAMPLE PLACES OF WORK:

Colleges and universities
Junior colleges
Technical institutes

NATIONAL WAGE RANGE:

$18,900-$23,267

WORK CONDITIONS:

Usually inside offices and classrooms
Very few hazards
Normally good working conditions

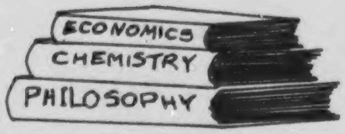
RELATED OCCUPATIONS:

Faculty Member, college or university
Lecturer
Graduate Assistant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Teach courses in a subject area such as economics, chemistry, medicine, or philosophy.
- Prepare and deliver lectures.
- Compile lists of reading materials for students to use.
- Lead class discussions.
- Prepare, give, and grade exams.
- Direct the research work of graduate students.
- Do research and publish the findings in professional journals.
- Do consulting work for government or industry.
- Arrange class schedules.
- Assign teaching staff to conduct classes.
- Prepare departmental budgets.
- Interview applicants for teaching positions.



• HOURS OF WORK:

College faculty members generally have flexible schedules and divide their time among teaching, research, and administrative duties. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Science
Social Studies
Algebra
Physics
Chemistry
Composition

• EDUCATION/TRAINING NEEDED:

Graduation from College Program in Education

WHERE TO GET FURTHER INFORMATION:

American Association of University Professors
One Dupont Circle, N.W., Suite 500
Washington, D.C. 20036

• SPECIAL REQUIREMENTS:

SOC	2200	DOT	090-227-010
MATRIX	10202002		
GOE	11.02.01		
CIP	13.0201		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

NewHampshire VIEW
Vital Information for Education and Work

PROOF MACHINE OPERATOR

JOB DESCRIPTION:

These people operate machines used by firms to record information, determine bills and inventories, and do math calculations. Some workers prepare customer statements. The machine then computes the balances and required payments. Others record a firm's money matters on a bookkeeping machine that calculates balances and produces summary reports. In other jobs, workers use adding machines or calculators to compute payrolls and invoices and do other statistical work.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	900	1336	TOTAL	436	AVE. RATE	5.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	44	3	Construction	2.0
CLARMONT	63	5	Manufacturing	8.2
CONCORD	133	10	Trans,Comm,Util	3.7
DOVER	64	5	Trade,Whol&Ret	32.8
KEENE	66	5	Finance,Ins,Re	32.7
LACONIA	77	6	Services-Other	9.2
LITTLETON	23	2	Government	11.4
MANCHESTER	196	14		
NASHUA	127	10		
PORTSMOUTH	84	7		
PT. LAW-HAV				

WORK CONDITIONS:

Inside work, well lighted
May stand for long periods of time
Very few hazards
Some noise

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Insurance companies
Hotels and restaurants
Banks and other financial firms
Wholesale and retail stores
Railroad and other transportation companies
Firms that specialize in preparing bills
Gas, light, water, and other utility companies

NATIONAL WAGE RANGE:

$8.14 per hour (average)

RELATED OCCUPATIONS:

Fee Clerk
Audit-Machine Operator
Billing-Machine Operator
Deposit-Refund Clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Sort documents to be posted, such as checks and debit items.
- Type on a bookkeeping machine to record a firm's money transactions.
- Operate a machine similar to a cash register to compute restaurant patron's bills for food and beverages.
- Compile and compute freight and passenger charges.
- Use a comptometer to compute railroad freight charges.
- Operate a billing machine to prepare bills, statements, and invoices to be sent to customers.
- Copy information from office records.
- Post figures from adding machine tapes onto records.
- Use an auditing machine to add sales slip totals.
- Press keys and move levers to feed data into a calculating machine.

- **HOURS OF WORK:**

Most of these workers keep regular office hours. However, those who work in hotels and restaurants may work during evening and weekend hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local businesses for on-the-job training
See Appendix A
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Business Machines Corporation
Public Information Department
Corporate Headquarters
590 Madison Avenue
New York, N.Y. 10022

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Machines
Accounting/Bookkeeping/Recordkeeping
Business Math
Typing and General Office Related Programs

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc Business and Office Program
Graduation from a Voc/Tech College Program in Machine Operation
On the job training

- **SPECIAL REQUIREMENTS:**

Some areas require licensing

SOC	4718	DOT	217-382-010	210-382-026	ARMY	AIR FORCE
MATRIX	40040202		214-362-018	210-382-022	NAVY	MARINES
GOE	07.06.02		216-482-018	214-482-010	COAST GUARD	
CIP	07.0104					

NewHampshire VIEW
Vital Information for Education and Work

PSYCHIATRIC AIDE

JOB DESCRIPTION:

These workers assist medically ill patients in becoming adjusted to hospital routine. They perform tasks such as accompanying patients to shower, rooms, and assisting them in bathing, dressing, and grooming. They also observe patients to detect unusual behavior and may escort patients off grounds.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	242	386	**TOTAL**	144	**AVE. RATE**	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11	2	Services-Other	100.0
CLARMONT	46	4		
CONCORD	21	2		
DOVER	9			
KEENE	19	2		
LACONIA	22	2		
LITTLETON	11	2		
MANCHESTER	44	4		
NASHUA	33	4		
PORTSMOUTH	21	2		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Hospitals
Nursing homes
Private households
Public health and welfare agencies
Private health care agencies
Community health or welfare organizations

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work; fairly free of hazards
Some noise
Some stooping and bending

RELATED OCCUPATIONS:

Nursing Aide
Attendant
Orderly

MORE ABOUT THE JOB:

SAMPLE WORK ACTIVITIES:

- Accompany patients to shower or rooms.
- Assist patients in bathing, dressing, and grooming.
- Accompany patients to and from wards for examination and treatment.
- Administer prescribed medication.
- Feed patients.
- Observe patient to detect unusual behavior.
- Encourage patients to participate in social and recreational programs.

HOURS OF WORK:

These workers generally work a 40 hour week. Some work nights, weekends, and holidays. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local mental health association for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Psychiatric Association
1700 18th Street, N.W.
Washington, D.C. 20039

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Science
First-aid
Sociology
Allied Health Occupations

EDUCATION/TRAINING NEEDED:

High school diploma advantageous
Graduation from a Voc/Tech College Program
in Occupational Therapy Assistance
On the job training

SPECIAL REQUIREMENTS:

SOC	5236	**DOT**	355-377-014
MATRIX	70061011		
GOE	10.03.02		
CIP	17.0408		

ARMY	91F	**AIR FORCE**	91451
NAVY	HM-8485	**MARINES**	HM
COAST GUARD	--		

New Hampshire VIEW
Vital Information for Education and Work

PSYCHOLOGIST

JOB DESCRIPTION:

Psychologists study the ways people behave and think. They seek to understand and explain people's actions. Some do research. They use lab experiments, tests, interviews, and surveys to get information about the ways people think and behave. Others conduct training sessions, do market research, help disturbed patients, and design human-machine systems. Most work in schools, where they teach, counsel, and do research work. These are just a few examples of the things psychologists may do.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	163	243	TOTAL	80	AVE. RATE	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Services-Other	66.9
CLARMONT	19	2	Government	33.1
CONCORD	25	3		
DOVER	15	2		
KEENE	12	2		
LACONIA	8	1		
LITTLETON	6			
MANCHESTER	29	3		
NASHUA	18	2		
PORTSMOUTH	23	2		
PT. LAW-HAV	3			

WORK CONDITIONS:

Inside work, pleasant offices
Operate under deadlines
Travel may be necessary

ADVANCEMENT OPPORTUNITIES:

Research position
Administrator
Self-employment

SAMPLE PLACES OF WORK:

Educational institutions
Research organizations
Management consulting firms
Market research firms
Business
Federal, state, and local government agencies
Hospitals, clinics, rehabilitation centers, nursing homes, and other health facilities

NATIONAL WAGE RANGE:

$12,300-$36,700

RELATED OCCUPATIONS:

Psychometrist
Specialization Psychologist—School, Educational, Social, Clinical, Counseling, Developmental, Engineering, Experimental, Industrial-Organizational

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study people's and animals' behavior to help understand the ways they solve problems.
- Design ways to help people run difficult machines.
- Design and carry out research to find out how people and animals remember things.
- Give tests to measure how well people learn new things.
- Help people work out their personal problems.
- Treat mental problems by using psychotherapy.
- Collect data about the ways that people behave at work.
- Study the effects of treatment programs in a mental hospital.
- Conduct scientific experiments.
- Develop theories to explain what things cause people to be motivated.
- Plan school programs to teach gifted and disturbed children.
- Write technical reports and journal articles.

• HOURS OF WORK:

Clinical and counseling psychologists often must work in the evening. Some psychologists work overtime to meet deadlines.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Psychological Association
Educational Affairs Office
1200 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Allied Health Occupation
Science
Psychology
Social Studies

• EDUCATION/TRAINING NEEDED:

Graduation from Psychologv College Program

• SPECIAL REQUIREMENTS:

Certification or licensing requirement for private practice

SOC	1915	DOT	045-107-030	045-107-034	ARMY	AIR FORCE
MATRIX	10180601		045-067-010	045-067-014	NAVY	MARINES
GOE	11.03.01		045-067-018	045-107-022	COAST GUARD	
CIP	42.0101		045-107-026	045-061-010		

New Hampshire VIEW
Vital Information for Education and Work

PUBLIC ADMINISTRATION INSPECTOR

JOB DESCRIPTION:

People in these jobs check products or objects to be sure they are made correctly, or are in good condition. Some sort, group, or classify objects. These workers are found in a variety of settings, including laundries, factories, and most packing plants. Depending upon the job, they may check products while they are being assembled or before they are shipped out for sale.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	578	815	TOTAL 237	AVE. RATE 3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15	2	Government	100.0
CLARMONT	30	2		
CONCORD	197	17		
DOVER	22	2		
KEENE	15	2		
LACONIA	162	11		
LITTLETON	12	1		
MANCHESTER	58	4		
NASHUA	24	2		
PORTSMOUTH	34	2		
PT. LAW-HAV	9			

WORK CONDITIONS:

Both inside and outside work

ADVANCEMENT OPPORTUNITIES:

Managerial Positions
Administrative Positions

SAMPLE PLACES OF WORK:

Laundries and drycleaning shops
Factories
Slaughterhouses
Lumber companies
Businesses that make building materials
Furniture manufacturers

NATIONAL WAGE RANGE:

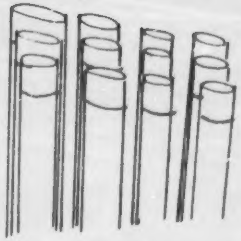
$12,000 – $26,000

RELATED OCCUPATIONS:

Veterinary
Meat Inspector
Automobile Tester
Chief Bank Examiner
License Inspector

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:



- Check laundry to make sure it is clean and folded correctly before it is returned to customers
- Check cigarette filter tips to be sure they are the right size before they are put on cigarettes
- Check and adjust the temperature in meat storage coolers
- Check for damage and sort pieces of leather for use in wallets, purses, and shoes
- Use hand tools and optical equipment to check eyeglasses before they are shipped to customers
- Use electrical test equipment, soldering guns, and small handtools to check and repair electronic circuit boards for hand calculators
- Check and make minor corrections in cloth coverings for furniture

• HOURS OF WORK:

40 hour week usually. May require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor

See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

State Civil Service Commission

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Algebra
Business Dynamics
Biology
Chemistry
Physics

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program in Quality Control
Graduation from Public Administration College Program

• SPECIAL REQUIREMENTS:

Federal government requires passing score on examination

SOC 7820
MATRIX 20040801
GOE 11.10.03
CIP 01.0402

DOT 079-117-018

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

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NewHamps[illegible]ire VIEW

Vital Information for Education and Work

PUBLIC RELATIONS REPRESENTATIVE

JOB DESCRIPTION:

These people help individuals, groups, or organizations promote ideas, services, or products and build a good public image. Some handle press or consumer relations. Some conduct political or fund-raising campaigns. Some represent an interest group and promote a policy on a public issue. In some jobs, they recruit workers or students, or prepare press releases and ads for use in newspapers, radio, and TV. They may make speeches, or plan and conduct sales campaigns.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	147	220	**TOTAL**	73	**AVE. RATE**	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Finance, Ins Re.	20.7
CLARMONT	7		Services–Other	65.9
CONCORD	26	2	Government	13.3
DOVER	6			
KEENE	14	1		
LACONIA	10			
LITTLETON	7			
MANCHESTER	26	2		
NASHUA	14	1		
PORTSMOUTH	21	2		
PT. LAW-HAV	10			

WORK CONDITIONS:

Operate against deadlines
Usually travels
May be on call around the clock for special assignments

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Manufacturing firms
Public Utilities
Insurance companies
Transportation companies
Government Agencies
Public relations consulting firms
Hospitals, drug companies, and medical associations
Schools, colleges, museums—educational, religious and human services organizations

NATIONAL WAGE RANGE:

$20,000–$29,000

RELATED OCCUPATIONS:

Lobbyist
Sales–Service Promoter

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Contact members of Congress to persuade them to support certain bills.
- Study proposed laws to see what effect they might have on a client's interest.
- Contact groups that have similar interests to get them to support proposed laws.
- Prepare news releases to inform the public and describe a client's views on the issue.
- Submit expense reports.
- Prepare and distribute fact sheets, photos, scripts, and recordings to promote a product or policy.
- Represent an employer at a public, social or business gathering.
- Do research to come up with new ideas to promote a company's services.
- Plan a fund raising campaign for a college.
- Prepare pamphlets that describe the services offered by a government agency.
- Tour the country to make speeches at dealers' conventions to promote sales and good will for a firm.
- Show groups of retail merchants how new products work.

• HOURS OF WORK:

The work week for public relations staffs generally is 35 to 40 hours. Some workers are on call around the clock.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Career Information
Public Relations Society of America, Inc.
845 3rd Avenue.
New York, New York 10022

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Journalism, Public Relations,
Psychology, Business Dynamics

• EDUCATION/TRAINING NEEDED:

Graduation from Communications
College Program

• SPECIAL REQUIREMENTS:

SOC 3320
MATRIX 10222001
GOE 11.09.03
CIP 08.0903

DOT 165-067-010
165-017-010
165-167-010

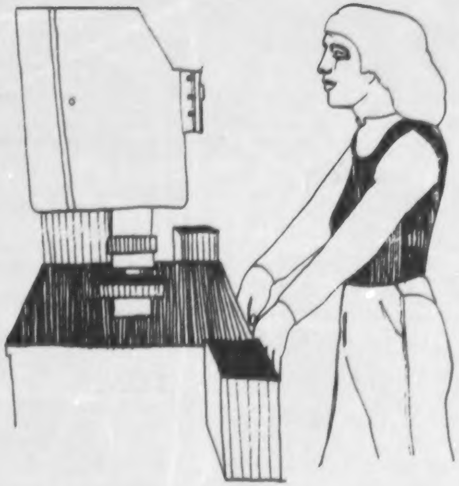
ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

PUNCH-PRESS OPERATOR, METAL



JOB DESCRIPTION:

These workers operate or tend machines used to cut and shape metal workpieces. They follow charts or other instructions to install machine attachments and adjust machine cutters and guides. They load or feed materials into the machines and press pedals and turn cranks to operate the machinery. They may guide workpieces along marked cutting lines to cut them into specified shapes. They check machined pieces for defects, and replace worn or broken machine parts as required. They also may operate conveyors and keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	635	270	TOTAL	270	AVE. RATE	3.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	1		Manufacturing	100.0
CLARMONT	22	2		
CONCORD	39	3		
DOVER	173	11		
KEENE	45	4		
LACONIA	51	5		
LITTLETON	1			
MANCHESTER	150	12		
NASHUA	89	8		
PORTSMOUTH	41	4		
PT. LAW-HAV	22	2.		

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Factories
Tool rooms and machine shops
Companies that make wooden boxes
Clock and watch manufacturers
Electrical equipment manufacturers

NATIONAL WAGE RANGE:

$8.14 per hour (average)

WORK CONDITIONS:

Indoors, noisy

RELATED OCCUPATIONS:

Duplicator Punch Operator
Clearance Cutter
Cut-off Machine Operator
Tubing Machine Tender
Ironworker-Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend one or more machines.
- Read charts which list machine settings for each cut.
- Install machine attachments.
- Adjust machine cutters, using gauges, scales, or patterns.
- Set machine stops and guides.
- Lay out cutting lines on workpieces by tracing from a template.
- Lift workpieces and position them on machine tables, using a hoist.
- Shovel metal pieces into feed trays.
- Feed rolls of metal through machine units.
- Press pedals and turn cranks to operate a machine.
- Guide workpieces along cutting lines to cut desired shapes.
- Watch machine operations to detect problems.
- Inspect finished metal pieces for defects.
- Weigh sample products on scales.
- Start conveyors.
- Use hand tools to replace worn or broken machine parts.
- Stack finished workpieces on a hand truck.
- Keep records of materials used and orders completed.

• HOURS OF WORK:

May be required to work in shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Blueprint Reading
Industrial Arts—Materials & Process Tech.

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from approved Sec/Voc
Precision Production Program

Graduation from Voc/Tech Collge
Program in Machine Operation

• SPECIAL REQUIREMENTS:

SOC	7514	DOT	615-486-022
MATRIX	61021609		
GOE	06.02.02		
CIP	48.0504		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT–185a

New Hampshire VIEW

Vital Information for Education and Work

PURCHASING AGENT AND/OR BUYER

JOB DESCRIPTION:

These people buy supplies and raw materials for internal use or for further processing by manufacturing firms. They review internal requests for materials and supplies, collect information on the sources and prices of goods, and contact vendors or suppliers to arrange purchase contracts. They also may negotiate for purchase of services, such as the delivery of supplies. They advise suppliers concerning the type, quality, and amounts of materials needed in the future. They also may arrange financing or other assistance so that the desired materials can be made available.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	787	1108	TOTAL	321	AVE. RATE	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	35	1	Construction	6.5
CLARMONT	40	2	Manufacturing	76.8
CONCORD	73	3	Trans,Comm,Util	1.6
DOVER	84	4	Finance,Ins,Re	1.9
KEENE	56	3	Services-Other	7.9
LACONIA	56	3	Government	5.3
LITTLETON	19	1		
MANCHESTER	123	6		
NASHUA	197	14		
PORTSMOUTH	79	5		
PT. LAW-HAV	27	3		

ADVANCEMENT OPPORTUNITIES:

Managers
Sales representatives

SAMPLE PLACES OF WORK:

Brokerage firms
Grain and feed mills
Financial firms that buy and sell products for a profit
Tobacco companies
Wholesale firms that deal in grain or tobacco

NATIONAL WAGE RANGE:

$19,000-$28,000

WORK CONDITIONS:

Office work
Some travel may be necessary

RELATED OCCUPATIONS:

Field Contact Technician
Procurement Engineer
Contract Specialist
Field Contractor

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Arrange contracts to obtain goods from suppliers.
- Formulate policies and procedures for obtaining supplies.
- Direct workers who write bid proposals.
- Evaluate services provided under a contract to determine if changes in the contract are required.
- Approve or reject requests to change contract terms or delivery schedules.
- Resolve complaints regarding contracts with suppliers.
- Study price proposals, financial reports, and other information to determine if prices are reasonable.
- Arrange contracts with growers to raise or purchase crops, such as fruits and vegetables.
- Contact growers to explain the terms and conditions of contracts.
- Establish specifications and performance test requirements of airplane equipment to be purchased.
- Study technical information and designs.
- Consult with engineers to set the performance requirements of airplanes.
- Investigate equipment makers and recommend those most desirable.
- Advise company workers, suppliers, and customers of the nature and function of aircraft equipment.
- Arrange meetings between suppliers, engineers, purchasers, and inspectors.
- Buy raw materials for processing or machinery, tools, and other supplies or services necessary for the operation of an organization.

• HOURS OF WORK:

Generally 35-40 hour week. Some overtime when production runs short.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local wholesale firms for on-the-job training
See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Association of Purchasing Management, Inc.
11 Park Place
New York, N.Y. 10007

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

General Marketing
Distributive Education
Business Data Processing

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from a Voc/Tech College Marketing Management Program
Graduation from a Business College Program

• SPECIAL REQUIREMENTS:

SOC	1449	DOT	162-167-030	162-117-018
MATRIX	10240801		162-117-026	162-117-022
GOE	11.06.03		162-157-034	162-167-014
CIP	08.0704			

ARMY	76Z	AIR FORCE	65150
NAVY	SK-2851	MARINES	3081
COAST GUARD	SK		

VIEW SCRIPT–186a

NewHampshire VIEW

Vital Information for Education and Work

RADIOLOGIC TECHNICIAN

JOB DESCRIPTION:

These workers take X-ray pictures of patients to help doctors diagnose and treat injuries and diseases. They also give radiation treatments to cancer patients, as prescribed by a doctor. Sometimes, they prepare radioactive solutions for patients to swallow or have injected. They then use special cameras to find areas in body organs that have a certain reaction to the solution. They also prepare and keep treatment records and prepare work schedules for assistants.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	207	330	**TOTAL**	123	**AVE. RATE**	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	9		Services-Other	100.0
CLARMONT	38	4		
CONCORD	21	2		
DOVER	10	1		
KEENE	16	2		
LACONIA	20	2		
LITTLETON	9	1		
MANCHESTER	36	4		
NASHUA	27	2		
PORTSMOUTH	19	2		
PT. LAW-HAV	3			

WORK CONDITIONS:

Indoors, must lift and turn patients
Potential radiation hazard
Must observe safety measures

ADVANCEMENT OPPORTUNITIES:

Instructors
Supervisory positions

SAMPLE PLACES OF WORK:

Hospitals
Medical laboratories
Doctors' and dentists' offices or clinics
Federal and state health agencies
Public school systems

NATIONAL WAGE RANGE:

$11,000-$19,400

RELATED OCCUPATIONS:

Radiologic Technologist

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Position patients under X-ray machines.
- Place lead plates over parts of patients' bodies to protect them from the X rays.
- Give patients drugs so that their organs will appear on X-ray pictures.
- Adjust X-ray equipment to change the time of exposure.
- Direct the work of an X-ray department.
- Use geiger counters to trace radioactive materials in patients' bodies.
- Make minor repairs to equipment.
- Use lab techniques to study red blood cells.

- **HOURS OF WORK:**

These workers generally work a 40-hour week that may include evening or weekend hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix B
  See Appendix C
  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Society of Radiologic Technologists
55 East Jackson Boulevard
Chicago, Illinois 60604

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Mathematics
Physics
Chemistry
Biology
Allied Health
Pathology
Physiology

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech College
Program in Radiology Tech.
Graduation from Allied Health
College Program

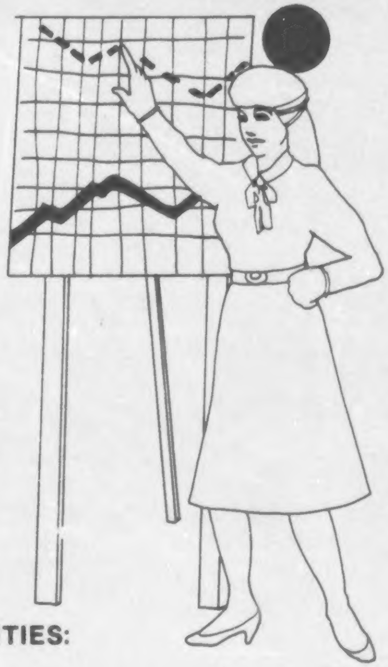
- **SPECIAL REQUIREMENTS:**

SOC	3650	**DOT**	078-362-026
MATRIX	10120801		
GOE	10.02.02		
CIP	17.0209		

ARMY	91P	**AIR FORCE**	90350
NAVY	HM-8452	**MARINES**	--
COAST GUARD	IM-OZ		

NewHampshire VIEW

Vital Information for Education and Work



RATER

JOB DESCRIPTION:

These workers calculate rates for goods, services, and the shipment of goods. They study rate tables, and other records to compile information needed to compute rates. They use adding machines and calculators to total lists of figures and compute rates. They may prepare charts, graphs, or reports that describe their findings.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	467	703	TOTAL	236	AVE. RATE	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Finance,Ins,Re	100.0
CLARMONT	10			
CONCORD	33	3		
DOVER	21	2		
KEENE	80	7		
LACONIA	14	2		
LITTLETON	5			
MANCHESTER	211	19		
NASHUA	24	2		
PORTSMOUTH	57	5		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager
Clerical Supervisor

SAMPLE PLACES OF WORK:

Water freight companies
Air freight lines
Motor freight lines
Railroad freight lines
Light, heat, and power companies
Import/export firms
Insurance companies
Telephone companies

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work, stationary
Requires sitting for long periods

RELATED OCCUPATIONS:

Rating Clerk
Policy Rater
Rate Inserter
Billing—Control Clerk
Traffic—Rate Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Study existing freight rates and tariff laws and recommend changes in the rate practices of an air-, water-, rail-, or motor-freight company.
- Study proposals for changes in rates, rules, or regulations received from shippers or carriers.
- Review existing regulations and decisions that govern rates.
- Compile rate-manual sections that cover items such as handling costs, fuel costs, and classes of freight.
- Prepare revised rate schedules.
- Advise shippers and carriers of revised rates.
- Provide rate information to passengers traveling on motor trips.
- Talk with customers to get information on proposed trips.
- Study maps to select and measure travel routes.
- Use a rate table to gather rate information on type of vehicle, distance, toll costs, and other factors.
- Compute rates using a calculator.
- Compile and compute freight rates, passenger fares, and other charges for transportation services.
- Classify freight according to a rate book description.
- Calculate and record storage and redelivery charges.
- Answer mail or phone inquiries from shippers regarding rates, routing, packing, and other matters.

• HOURS OF WORK:

Generally, regular office hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local freightway for on-the-job training
See Appendix A
See Appendix B—Accounting
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Freight Transportation Association
P.O. Box 249
Swarthmore, Pennsylvania 19081

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing, General Office Related
Occupations
Geography
Business Data Processing & General

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Business & Office Program

Graduation from Voc/Tech College
Program in Accounting
On-the-job training

• SPECIAL REQUIREMENTS:

SOC 4716 DOT 214-482-022
MATRIX 40065209
GOE 07.02.04
CIP 07.0203

ARMY AIR FORCE
NAVY MARINES
COAST GUARD

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New Hampshire VIEW

Vital Information for Education and Work

REAL ESTATE SALES OCCUPATIONS

JOB DESCRIPTION:

Real Estate Agents and Brokers assist clients in the buying or selling of a home or property. Brokers not only sell real estate, but also rent and manage properties, make appraisals, and develop new building projects. They often arrange for loans and title searches for buyers and set up meetings between buyers and sellers. Real Estate Agents are independent sales workers who work for a broker. They help buyers find homes or property and provide many of the services offered by the brokerage firm.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	314	455	TOTAL	141	AVE. RATE	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13	2	Finance,Ins,Re	98.5
CLARMONT	25	2	Government	1.4
CONCORD	28	3		
DOVER	27	3		
KEENE	19	2		
LACONIA	32	3		
LITTLETON	10	1		
MANCHESTER	71	7		
NASHUA	45	5		
PORTSMOUTH	27	3		
PT. LAW-HAV	16	2		

WORK CONDITIONS:

Most work done outside of office
People oriented

ADVANCEMENT OPPORTUNITIES:

Sales Manager
General Manager
Self-employment

SAMPLE PLACES OF WORK:

Real estate firms and brokerages
Construction companies
Companies that sell or rent mobile homes, home sites, and other real property

NATIONAL WAGE RANGE:

$14,700-$29,000

RELATED OCCUPATIONS:

Superintendent, Sales
Sales Agent, Real Estate
Real Estate Agent
Leasing Agent, Residence

JONES HOMES
FOR SALE
SOLD

MORE ABOUT THE JOB:

SAMPLE WORK ACTIVITIES:

- Rent, buy, and sell property for clients on a commission basis.
- Show apartments, homes, or mobile home lots.
- Plan and promote the sale of new and custom-built homes.
- Inspect houses and other real property for construction, condition, and design.
- Arrange building loans with a mortgage company.
- Search public records of sales, leases, and other transactions to get information about property.
- Draw up real estate contracts, such as deeds, leases, and mortgages.
- Look for undeveloped areas that might make good building sites.

HOURS OF WORK:

Hours vary with client demands, most realtors work more than 40 hours per week. May arrange their own hours, often scheduling evening and weekend appointments.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local Board of Realtors for on-the-job training
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local real estate organizations

State Real Estate Commission or Board

National Association of Realtors
430 N. Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

General Marketing
Accounting/Bookkeeping/Recordkeeping
Business

EDUCATION/TRAINING NEEDED:

High School Graduate
Graduation from College Program
in Real Estate
On-the-job training

SPECIAL REQUIREMENTS:

Most states require General Sales License

SOC 4123
MATRIX 30001402
GOE 08.02.04
CIP 08.0706
DOT 250-357-018

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT–189a

New Hampshire VIEW

Vital Information for Education and Work

RECEPTIONISTS

JOB DESCRIPTION:

Receptionists are often the first person callers see when they visit a place or organization. They greet customers or visitors, determine their needs, and refer them to people who can help them. Their daily duties depend upon where they work. Those in medical offices, may obtain information from patients. In beauty shops, they set up appointments. In large businesses, they give ID cards to callers and arrange for escorts. Many Receptionists also do other things, such as type, answer the phone, file, and sort mail.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1184	1776	TOTAL	592	AVE. RATE	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	53	5	Construction	.3
CLARMONT	121	12	Manufacturing	8.2
CONCORD	112	12	Trans,Comm,Util	1.2
DOVER	129	13	Trade,Whol&Ret	5.9
KEENE	88	9	Finance,Ins,Re	8.8
LACONIA	97	10	Services-Other	67.4
LITTLETON	39	4	Government	8.2
MANCHESTER	230	25		
NASHUA	165	18		
PORTSMOUTH	115	12		
PT. LAW-HAV	34	4		

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Management
Clerical Supervisor

SAMPLE PLACES OF WORK:

Doctors' and dentists' offices
Hospitals and nursing homes
Insurance companies
Banks

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work
May include filing and some typing
Pleasant working conditions

RELATED OCCUPATIONS:

Appointment Clerk
Registrar
Receptionist

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Obtain callers' names and arrange for appointments with persons they wish to see.
- Record the names of callers, the times they visited, the nature of their business, and the persons called upon.
- Collect and distribute mail and messages.
- Issue passes to visitors.
- Phone clients to remind them of their appointments.
- Give travel information to bus or train passengers.
- Greet visitors to a military base, and record their names, home addresses, and the times they arrived.
- Caution park visitors about fires, wild animals, and travel hazards.

- **HOURS OF WORK:**

35-40 hours per week, may require evening work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A–Communication System Operator
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

State Supervisor of Office Occupations Education

State Department of Education, State Capital

Association of Ind. Colleges/Schools
1730 M Street, N.W.
Suite 600
Washington, D.C. 20036

765

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Communication Systems Operations
Typing, General Office Related Programs
Office Practice

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Business & Office Program

Graduation from Voc/Tech College Program
in Administrative Secretarial Management

- **SPECIAL REQUIREMENTS:**

766

SOC	4645	DOT	237-367-038
MATRIX	40064802		
GOE	07.04.04		
CIP	07.0707		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–190a

New Hampshire VIEW

Vital Information for Education and Work

RECREATION FACILITY ATTENDANT

JOB DESCRIPTION:

These people provide services to people at amusement or recreational places, such as golf courses, bowling alleys, pool halls, and carnivals. They issue equipment to people and may help them schedule the use of facilities. They collect fees for games played, and inform players of rules concerning dress, conduct, or equipment. They also may repair, sell, or rent out equipment. They may provide services such as carrying golf bags or racking pool balls. They may tend rides at a carnival or fair or entice passers-by to enter side shows.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	545	804	**TOTAL**	259	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	48	4	Trans,Comm,Util	3.1
CLARMONT	26	2	Services-Other	45.1
CONCORD	143	12	Government	51.8
DOVER	24	2		
KEENE	24	2		
LACONIA	72	6		
LITTLETON	51	4		
MANCHESTER	56	4		
NASHUA	54	4		
PORTSMOUTH	33	2		
PT. LAW-HAV	14	2		

ADVANCEMENT OPPORTUNITIES:

Supervisors
Administrative positions

SAMPLE PLACES OF WORK:

- Carnivals, fairs, and other amusement facilities
- Gambling parlors or houses
- Public parks
- Skating rinks
- Bowling alleys
- Billiard parlors and pool halls

NATIONAL WAGE RANGE:

$7,000-$30,000

WORK CONDITIONS:

Inside or outside work
Work with people
May involve physical activities

RELATED OCCUPATIONS:

Cardroom Attendant 2
Cabana Attendant
Skate-Shop Attendant
Ski-Tow Operator
Floor Attendant
Recreation-Facility Attendant

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Schedule the use of golf courses, tennis courts, and softball diamonds.
- Repair, rent, or sell ice skates and equipment at an ice-skating rink.
- Tend a powered lift to transport skiers up a slope.
- Try to attract patrons to carnival events by calling out information about the novelty of events.
- Tell patrons how to operate rides at a carnival or fair.
- Drive a train ride at a park or carnival.
- Show patrons how to guide crafts, such as rowboats, canoes, and motorboats.
- Collect tickets or cash fare for amusement rides.

- **HOURS OF WORK:**

Many of these jobs involve weekend and evening work. Many jobs offer opportunity for temporary or part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

New Hampshire Department of Natural Resources
Local recreation clubs/business for on-the-job training
Local guidance counselor
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

National Recreation/Park Association
Division of Professional Services
3101 Park Center Drive
Alexandria, Virginia 22302

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

General Marketing
Physical Education
Speech
Art
Business Dynamics

- **EDUCATION/TRAINING NEEDED:**

Graduatioin from Voc/Tech College
Program in Occupational Therapy
Assistance

Graduation from Recreation & Parks
College Program

- **SPECIAL REQUIREMENTS:**

Some states require licensing for therapeutic recreation workers

SOC	5254	DOT	341-367-010	341-683-010	ARMY	036	AIR FORCE	74151
MATRIX	70080401		343-577-010	341-677-010	NAVY	--	MARINES	8921
GOE	07.04.03		349-677-010	343-467-014	COAST GUARD	--		
CIP	08.0903		341-665-010					

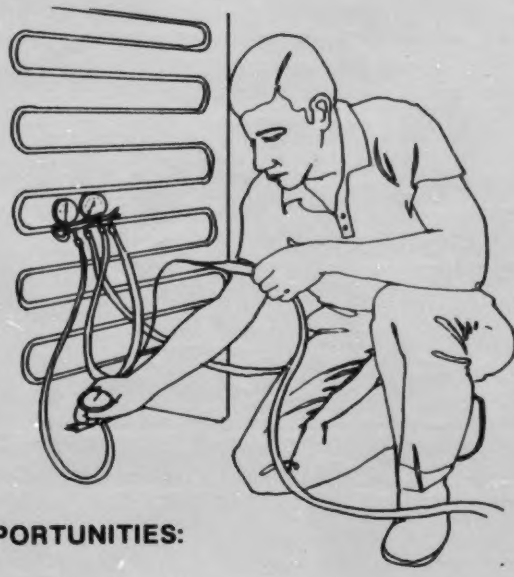
New Hampshire VIEW

Vital Information for Education and Work

REFRIGERATION, AIR-CONDITIONING MECHANIC

JOB DESCRIPTION:

These mechanics install, maintain, and repair equipment used to cool buildings and to store food, drugs, and other items that can spoil. They may specialize in installation or repair work or in servicing a particular type of equipment. They inspect and test units for defects, take faulty units apart, and repair or replace parts. They follow blueprints or other technical instructions, and use hand tools, power tools, and measuring devices. They may clean parts, replace filters, adjust controls, assemble switches, and cut and connect pipes.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	243	330	**TOTAL**	87	**AVE. RATE**	3.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Construction	51.2
CLARMONT	13		Manufacturing	14.2
CONCORD	25	2	Trade,Whol&Ret	17.9
DOVER	14		Services-Other	7.9
KEENE	23	2	Government	8.7
LACONIA	18			
LITTLETON	9			
MANCHESTER	52	2		
NASHUA	38	3		
PORTSMOUTH	32	2		
PT. LAW-HAV	14			

WORK CONDITIONS:

Indoors and outdoors
May be in severe weather conditions

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Specialist in design or development
Salesperson (technical)
Self-employment

SAMPLE PLACES OF WORK:

Cooling contractors
Food chain stores
School systems
Manufacturers
For yourself, as an independent contractor
Any organization that operates large cooling or refrigeration systems

NATIONAL WAGE RANGE:

$5-$12 per hour

RELATED OCCUPATIONS:

Heating System Mechanic
Evaporative Cooler Installer
Environmental Control System Installer/Servicer

VIEW SCRIPT—191b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

Install, service, and repair air conditioning units in private homes and businesses:

- Check units for defects, by watching and listening to them as they operate.
- Take units apart and repair or replace parts, such as switches, relays, fan motors, and thermostats.
- Replace filters and adjust controls.

Install and repair industrial and business refrigerating systems:

- Follow blueprints, engineering plans, and diagrams.
- Lay out reference points for parts of systems, using measuring instruments.
- Install mounting brackets in floors and walls.
- Lift units into position, using a hoist.
- Screw, bolt, rivet, and weld parts to assemble components such as motors, controls, and switches.
- Cut, thread, and connect pipe to water or power systems.
- Read gauges to adjust valves, controls, and pumps.
- Drain oil and pump gas from units so they can be worked on.
- Test lines, units, and connections for gas leaks.
- Record pressure and temperature readings.

• HOURS OF WORK:

Normal working hours usually. Sometimes there may be emergency calls for service.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Air Conditioning and Refrigeration Institute
1815 N. Fort Myer Drive
Arlington, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Heating, Air Conditioning, Refrigeration,
Mechanic (General)
Blueprint Reading
Industrial Arts—Energy & Power Tech
Geometry
Draftng

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc
Mechanics & Repairers Program
Graduation from Voc/Tech College
Program in Heating, Ventilation &
Air Conditioning
On-the-job training

• SPECIAL REQUIREMENTS:

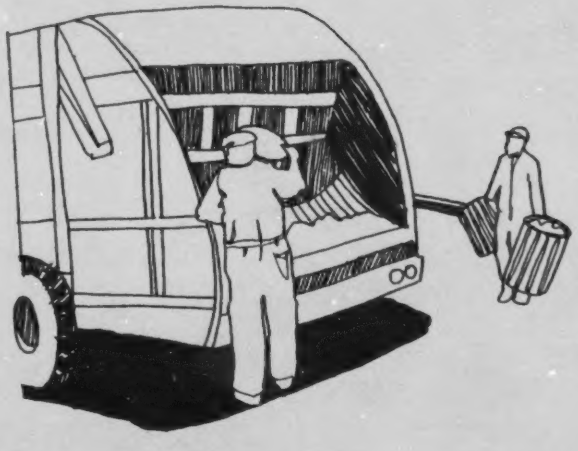
SOC	6160	**DOT**	827-361-014	**ARMY**	**AIR FORCE**
MATRIX	50080201			**NAVY**	**MARINES**
GOE	05.05.09			**COAST GUARD**	
CIP	47.0202				

New Hampshire VIEW
Vital Information for Education and Work

REFUSE COLLECTOR

JOB DESCRIPTION:

These workers collect trash and garbage from containers along an assigned route in a city or town. They load trash and garbage into a truck to be taken to a dump. They may drive the garbage truck. They also may operate a device on the truck that dumps trash in a bin into the truck body. In some jobs, they may empty trash from the truck at a dump or landfill.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990			
EMPLOYMENT:	101	140	TOTAL 39	AVE. RATE 3.5	

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8	1	Trans,Comm,Util	20.6
CLARMONT	7		Government	79.4
CONCORD	10	1		
DOVER	14	2		
KEENE	5			
LACONIA	12	1		
LITTLETON	3			
MANCHESTER	15	2		
NASHUA	13	1		
PORTSMOUTH	10	1		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

May advance to supervisory position

SAMPLE PLACES OF WORK:

Private trash collection firms
City and county sanitation department

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Work outside in all types of weather
Moderate to heavy lifting
Subject to unpleasant odors

RELATED OCCUPATIONS:

Tank Cleaner
Furnace Cleaner
Furniture Mover
Septic Tank Servicer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Collect trash and garbage on an assigned route.
- Dump trash from containers into a truck.
- Operate a hoist to lift trash and garbage onto the rear of a truck.
- Empty trash from a truck at a dump or landfill.

- **HOURS OF WORK:**

Generally have standard 35-40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Department of Sanitation or private refuse collection company for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Drivers Training

- **EDUCATION/TRAINING NEEDED:**

High School Graduate Preferred
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	8722	DOT	909-687-010
MATRIX	80001201		
GOE	05.12.03		
CIP	No. Info.		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

NewHampshire VIEW
Vital Information for Education and Work

REPORTER/CORRESPONDENT

JOB DESCRIPTION:

Reporters and correspondents collect and analyze facts about news events and report or write stories about them. They may prepare news stories for publication in a newspaper or for broadcasting on radio or TV. Many specialize in particular subject areas, such as sports, politics, foreign affairs, fashion, or religion. Some write critical reviews of books, music, artwork, or plays. Some present news over radio or TV. Some prepare ads, take photographs, or write editorials.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	194	223	TOTAL	29	AVE. RATE	1.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Manufacturing	95.8
CLARMONT	20	1	Trans,Comm,Util	2.6
CONCORD	15	1	Services-Other	1.6
DOVER	18	1		
KEENE	16	1		
LACONIA	16	1		
LITTLETON	9	1		
MANCHESTER	47	3		
NASHUA	22	1		
PORTSMOUTH	20	1		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Columnists
Editorial writers
Editor
Top executive

SAMPLE PLACES OF WORK:

Magazine companies
National press services
Newspaper companies
Radio and TV stations

NATIONAL WAGE RANGE:

$165-$616 per week

WORK CONDITIONS:

Some travel required
Work is usually hectic—operate under deadlines
Continuous noise and confusion
May have some dangerous assignments

RELATED OCCUPATIONS:

Writers
Editors

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Analyze news and write a column or commentary about it.
- Gather information through research, interviews, and attendance at functions.
- Prepare outlines for news stories.
- Write ads to be published or broadcasted on radio or TV.
- Consult with sales staff to get information needed to prepare ads.
- Correct and revise copy.
- Write critical reviews of books, music, artwork, or plays.
- Write comments on topics of interest to readers.
- Examine news items of local, national, and world significance and decide which items to include in news broadcasts.
- Present news over radio or TV.
- Check the facts of a news story by getting information from files, libraries, and interviews.
- Follow leads and news tips to develop a news story.
- Give live reports from the scene of events.
- Write comments on topics of interest to readers.

• HOURS OF WORK:

Reporting may demand long hours, irregular schedules, and travel. It may require weekend and holiday work. Some reporters and correspondents work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local newspapers
Local guidance counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

American Newspaper Publishers Association Foundation
The Newspaper Center
Box 17407
Dulles International Airport
Washington, D.C. 20041

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Journalism
Speech
History
Current Events
Typing
Photography

• EDUCATION/TRAINING NEEDED:

Graduation from Communications
College Program

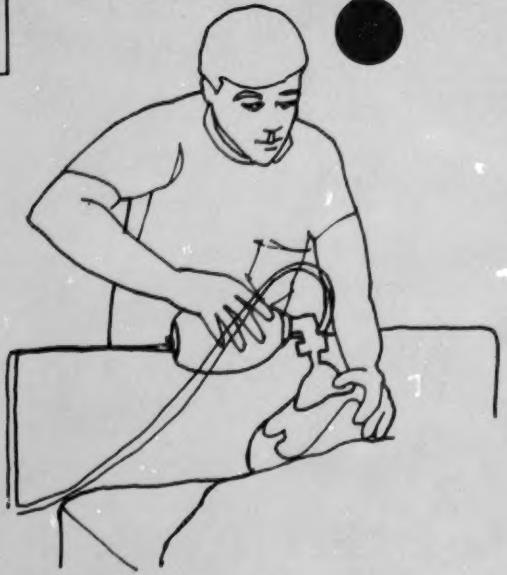
• SPECIAL REQUIREMENTS:

SOC	3313	**DOT**	131-267-018
MATRIX	10221203		
GOE	11.08.02		
CIP	No information		

ARMY	71Q	**AIR FORCE**	79170
NAVY	JD	**MARINES**	4391
COAST GUARD	PA		

New Hampshire VIEW

Vital Information for Education and Work



RESPIRATORY THERAPIST

JOB DESCRIPTION:

Respiratory therapists treat patients who have breathing problems. This treatment may range from giving short-term relief to asthma patients to giving emergency care in cases of heart failure, stroke, drowning, and shock. These workers are among the first medical specialists called in to treat breathing problems caused by head injury or drug poisoning.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	97	155	**TOTAL**	58	**AVE. RATE**	5.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	4		Services-Other	100.0
CLARMONT	19	2		
CONCORD	8			
DOVER	4			
KEENE	8			
LACONIA	9			
LITTLETON	5			
MANCHESTER	17	2		
NASHUA	13	2		
PORTSMOUTH	9			
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Assistant Chief
Chief Therapist
Instructor of Respiratory Therapy

SAMPLE PLACES OF WORK:

Hospitals
Ambulance services
Nursing homes
Oxygen equipment rental companies

NATIONAL WAGE RANGE:

$9,800-$18,000

WORK CONDITIONS:

Inside work
Well lighted
Standing work
Few hazards involved

RELATED OCCUPATIONS:

Anesthetist
Electrocardiograph Technician
Dialysis Technician

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Set up and operate devices such as respirators and ventilators to help people breathe.
- Watch gauges to make sure equipment is working properly.
- Assist patients in performing breathing exercises.
- Drain fluids from patient's lungs.
- Keep watch on patients to see how they are responding to therapy.
- Consult with doctors to solve breathing problems.
- Record treatments given onto patients' charts.
- Show others how to set up and use respirators.

- **HOURS OF WORK:**

35-40 hour week, may be required to work during evenings or weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Association for Respiratory Therapy
1720 Regal Road
Dallas, Texas 76253

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Biology
Physics
Vocational Health Occupations
Chemistry
History

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech Program in Respiratory Therapy

Graduation from Respiratory Therapy College Program

- **SPECIAL REQUIREMENTS:**

Must be registered

SOC	3031	DOT	079-361-010
MATRIX	10101809		
GOE	10.02.02		
CIP	17.0818		

ARMY	91V	AIR FORCE	--
NAVY	HM-8541	MARINES	--
COAST GUARD	--		

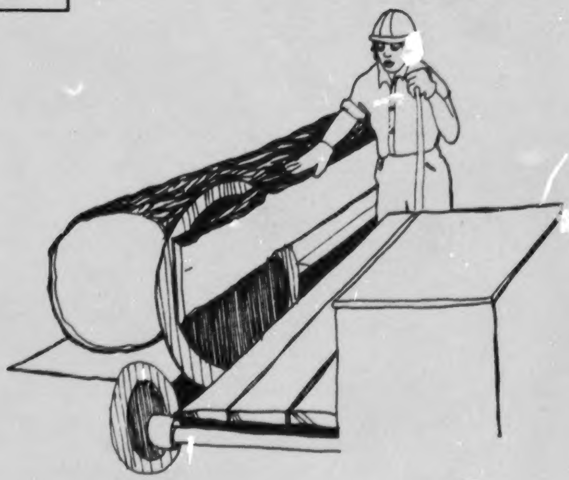
New Hampshire VIEW

Vital Information for Education and Work

RIPSAW OPERATOR

JOB DESCRIPTION:

These workers operate or tend machines used to saw wood to size or to make parts or products. They may begin by measuring and marking the wood to be cut. They also may examine stock for defects or to determine the best cuts to be made. They adjust machine stops, guides, and blades before each sawing operation. They operate the machines by pressing controls to start, position, and stop the cutting blades and advance or position the stock. They may also guide stock into the cutting teeth by hand. They may unload, sort, stack, and measure wood stock and sharpen or replace worn saw blades.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	124	145	TOTAL	21	AVE. RATE	1.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15	1	Manufacturing	100.0
CLARMONT	6			
CONCORD	16	1		
DOVER	2			
KEENE	24	1		
LACONIA	10			
LITTLETON	12	1		
MANCHESTER	12	1		
NASHUA	21	1		
PORTSMOUTH	2			
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self-employment

SAMPLE PLACES OF WORK:

Businesses that do woodworking or make utility poles or railroad ties
Companies that make guns and other firearms
Lumber factories or mills

NATIONAL WAGE RANGE:

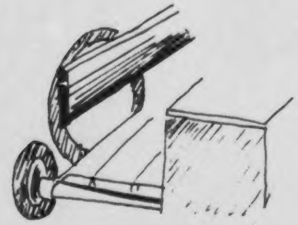
$8.14 per hour
Average

WORK CONDITIONS:

Inside or outside work
Some noise
Some lifting
Considerable standing

RELATED OCCUPATIONS:

Head Sawyer
Millperson
Machine Set-up Operator
Chain Offboorer
Woodworking Machine Seeder



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Cut lumber to size.
- Saw logs to specified lengths.
- Bend, groove, and miter wood stock.
- Round the ends of posts and rails.
- Inspect lumber stock for defects.
- Adjust stops on saws.
- Push lumber past a saw to cut away undesired parts.
- Pull levers to feed stock into circular saws.
- Climb onto a conveyor to lift and remove jammed lumber.
- Use a template to check cut stock.

- **HOURS OF WORK:**

35-40 hour week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local lumber mills for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Woodworkers of America
1622 North Lombard Street
Portland, Oregon 97217

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts–Materials and Process Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training

- **SPECIAL REQUIREMENTS:**

SOC	7633	DOT	677-682-066
MATRIX	61085012		
GOE	06.02.03		
CIP	48.0703		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hamps[illegible]re VIEW

Vital Information for Education and Work

SALES AGENT, INSURANCE

JOB DESCRIPTION:

People in these jobs sell life, fire, accident, and other types of insurance. They sell policies that protect individuals and businesses gainst losses or damages. They may help plan financial protection for families. They may advise clients on ways to protect their cars, homes, businesses, or other property. Some help clients set settlements for insurance claims. These workers spend much of their time discussing insurance needs with clients. They prepare reports, keep records, and plan insurance programs for clients.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3469	4855	TOTAL	1386	AVE. RATE	4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	146	6	Manufacturing	45.5
CLARMONT	159	11	Construction	7.2
CONCORD	488	36	Trans,Comm,Util	3.6
DOVER	271	18	Finance,Ins,Re	29.5
KEENE	248	18	Services-Other	13.5
LACONIA	201	14	Government	.7
LITTLETON	59	3		
MANCHESTER	871	70		
NASHUA	631	51		
PORTSMOUTH	306	24		
PT. LAW-HAV	91	8		

ADVANCEMENT OPPORTUNITIES:

Sales Manager
Agency Superintendent
Company Vice-President
Self-employment

SAMPLE PLACES OF WORK:

Insurance companies
Insurance brokerage companies
For yourself as an independent agent

NATIONAL WAGE RANGE:

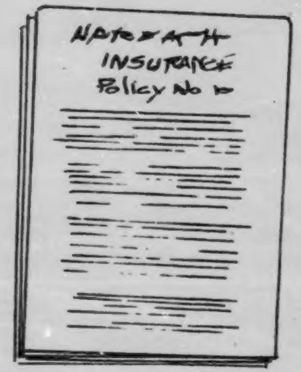
$22,000-$100,000

WORK CONDITIONS:

Considerable amount of travel
Flexible work hours

RELATED OCCUPATIONS:

Sales Agent, Securities
Real Estate Agent



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Contact people by phone or in person to encourage them to buy insurance.
- Discuss the good and bad points of different types of insurance with clients to help them make a choice.
- Select an insurance company for a client, based on the type of coverage the client wants.
- Use an adding machine to compute the amount of payments required by different types of policies.
- Submit forms to an insurance company for review.
- Contact insurance companies to see if policies were issued or rejected.
- Call on clients to deliver and explain their policies.
- Collect weekly or monthly payments from policyholders.

- **HOURS OF WORK:**

Insurance agents and brokers often must travel to meet with clients. Many arrange their own hours and often schedule evening and weekend appointments.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local insurance agency for on-the-job training

Local guidance counselor
See Appendix A
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

American Council of Life Insurance
1850 K Street, N.W.
Washington, D.C. 20006

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TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Accounting/Bookkeeping/Recordkeeping
General Marketing
Drama
Speech

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
General Marketing Program

Graduation from College Program in
Insurance

- **SPECIAL REQUIREMENTS:**

Licensing

SOC	4122	DOT	250-257-010
MATRIX	30001005		251-157-010
GOE	08.01.02		
CIP	08.0706		

ARMY **AIR FORCE**
NAVY **MARINES**
COAST GUARD

VIEW SCRIPT—197a

New Hampshire VIEW

Vital Information for Education and Work

SALES CLERK

JOB DESCRIPTION:

Sales Clerks sell a variety of products to customers in such places as department stores, drugstores, hardware stores, and grocery stores. They show items to customers and help them decide what to buy. They also do such things as stock shelves with goods, wrap and package customers' purchases, take payments for goods, make change, and keep records of sales.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	11,149	15,574	**TOTAL**	4425	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	484	39	Construction	.2
CLARMONT	763	62	Manufacturing	1.9
CONCORD	895	77	Trans,Comm,Util	.2
DOVER	915	75	Trade,Whol&Ret	90.3
KEENE	608	50	Finance,Ins,Re	.8
LACONIA	833	70	Services-Other	2.5
LITTLETON	232	19	Government	4.2
MANCHESTER	2812	230		
NASHUA	1465	120		
PORTSMOUTH	1481	121		
PT. LAW-HAV	660	55		

ADVANCEMENT OPPORTUNITIES:

Sales Clerk Supervisor
Floor Supervisor
Department Manager

SAMPLE PLACES OF WORK:

Department stores
Hardware stores
Candy and bakery shops
Self-service food stores
Liquor stores
Grocery markets
Trading stamp redemption centers
Any retail store

NATIONAL WAGE RANGE:

$3.35 per hour (minimum wage)

WORK CONDITIONS:

On your feet long periods of time
Usually pleasant modern surroundings

RELATED OCCUPATIONS:

Salesperson—Millinery
Sales Attendant
Salesperson, Corsets
Sales Clerk, Food

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Show products to customers in a drugstore, candy store, or liquor store, or some other shop.
- Stock counters, shelves, and tables with goods that are for sale.
- Use a cash register or adding machine to total the costs of goods.
- Collect sales tax on goods.
- Direct customers to a fitting or dressing room or to a cashier.
- Stamp, mark, or tag prices on goods.
- Show customers goods in a catalog.
- Weigh food items to figure out how much to charge for them.
- Pack items that customers buy in bags, wrappers, or cartons.
- Clean display cases, shelves, and counters.

- **HOURS OF WORK:**

Many of these jobs require weekend work, some require evening and night work, some of these jobs allow for part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local Distributive Education Clubs of America Chapter (DECA)
Local retail stores for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
Committee on Careers in Retailing
100 West 31st Street
New York, N.Y. 10001

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

General Marketing
Merchandising
Speech
Business Math

- **EDUCATION/TRAINING NEEDED:**

- **SPECIAL REQUIREMENTS:**

SOC	4346	DOT	290-477-014	261-354-010	ARMY	AIR FORCE
MATRIX	30001802		261-357-058	290-477-018	NAVY	MARINES
GOE	09.04.02		299-677-010	261-357-070	COAST GUARD	
CIP	08.0705					

VIEW SCRIPT—198a

NewHampshire VIEW

Vital Information for Education and Work

SALES CLERK SUPERVISOR

JOB DESCRIPTION:

These people plan, organize, and control the operations of a retail business or department. They estimate consumer demands and decide the types and amounts of goods or services to be sold. They determine prices, credit, policies, and operating procedures. They plan budgets, and authorize payments. They hire and train staff, assign duties, set salaries, and promote and fire workers. They enforce safety, health, and security rules. They count and deposit money received, order goods, take inventories, and keep accounts and other records. They also handle customer complaints and may perform some or all of the duties of their workers.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	224	314	**TOTAL**	90	**AVE. RATE**	3.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Trade,Whol&Ret	98.6
CLARMONT	15	2	Services-Other	1.4
CONCORD	11	1		
DOVER	10			
KEENE	10			
LACONIA	10			
LITTLETON	2			
MANCHESTER	82	7		
NASHUA	34	3		
PORTSMOUTH	26	2		
PT. LAW-HAV	19	2		

ADVANCEMENT OPPORTUNITIES:

Department managers
Floor supervisors

SAMPLE PLACES OF WORK:

Government services
Business services
Retail businesses including: advertising agencies, auto parts stores, automobile service stations, clothing stores, food concessions, furniture stores, grocery stores, hardware stores, and jewelry stores

NATIONAL WAGE RANGE:

$8,312-$14,203 per year

WORK CONDITIONS:

Inside work
Standing for long periods

RELATED OCCUPATIONS:

Vending Stand Supervisor
Supervisor, Marina Sales and Service

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Manage a retail store that sells a specific line of merchandise, such as groceries, meat, liquor, clothing, jewelry, or furniture: determine pricing policies; direct workers who prepare product displays and ads; keep business records; enforce security, sales, and record-keeping policies.
- Supervise workers who operate the vending machines of a state program for the blind.
- Supervise workers to sell magazines door-to-door.
- Supervise workers who store, deliver, and sell ice.
- Supervise sales and service activities at a marina.

- **HOURS OF WORK:**

These jobs may sometimes require evening and weekend work and long working days.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local Distributive Education Clubs of America Chapter
Local retail stores for on-the-job training
See Appendix A
See Appendix B
See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
Committee on Careers in Retailing
100 West 31st Street
New York, N.Y. 10001

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Speech
Accounting/Bookkeeping/Recordkeeping
General Marketing
Merchandising

- **EDUCATION/TRAINING NEEDED:**

On-the-job training
Graduation from approved Sec/Voc
General Marketing Program
Graduation from Voc/Tech College
Program in Mid-Management
Graduation from College Program in Business Administration

- **SPECIAL REQUIREMENTS:**

SOC	4030	DOT	299-137-026
MATRIX	30001899		185-167-066
GOE	09.04.02		
CIP	08.0706		

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—199a

New Hampshire VIEW

Vital Information for Education and Work

SALES REP, NON-TECHNICAL

JOB DESCRIPTION:

People in these jobs sell products in specialty shops, department stores, or wholesale outlets. They greet customers and find out the type and amounts of goods they desire. They suggest selections, and point out selling points of articles. They also may explain how to use or care for products. They prepare sales slips and take payments or process credit cards for items purchased. They also may put products on display, wrap purchases, and take inventory of stock.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	5115	6919	TOTAL	1804	AVE. RATE	3.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	194	15	Trade, Whol. & Ret.	100.0
CLARMONT	353	27		
CONCORD	464	36		
DOVER	403	31		
KEENE	309	24		
LACONIA	361	27		
LITTLETON	96	7		
MANCHESTER	1362	107		
NASHUA	691	53		
PORTSMOUTH	613	47		
PT. LAW-HAV	269	21		

ADVANCEMENT OPPORTUNITIES:

Managerial position

SAMPLE PLACES OF WORK:

Retail stores

NATIONAL WAGE RANGE:

$8,312 – $14,202

WORK CONDITIONS:

Inside conditions
Few hazards
Some stooping and bending

RELATED OCCUPATIONS:

Salesperson, Sheet Music
Salesperson, Books
Sales Representative, Videotape

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Contact florists in other communities to place orders for out-of-town deliveries
- Design and make up corsages and wreaths
- Advise customers on flowers and arrangements to use for specific occasions
- Arrange displays of flowers and vases
- Unroll bolts of cloth to show fabrics to customers
- Advise customers on the type and amount of material required to make garments and drapes
- Discuss the weave, texture, color
- Sell pets and pet accessories
- Show customers how to use photographic equipment
- Explain the uses of various cameras, filters, and lenses
- Receive film for processing

- **HOURS OF WORK:**

Many SALESPERSONS work on Saturdays. Some may work evenings as well. These jobs generally offer opportunity for part-time work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local retail businesses for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

Sales and Marketing Executives International
Young Education Division
630 Third Avenue
New York, N.Y. 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Speech
Accounting/Bookkeeping/Recordkeeping
Consumer and Homemaking Textiles
Business Dynamics
General Marketing

- **EDUCATION/TRAINING NEEDED:**

Graduation from Approved Sec/Voc General Marketing Program
Graduation from Voc/Tech College Program in Marketing Management
Graduation from College Program in Retailing
On the job training

- **SPECIAL REQUIREMENTS:**

SOC 4359
MATRIX 30001899
GOE 08.02.01
CIP 01.0603

DOT 275 357 022
260 357 014
273 353 010
271 357 014

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MARINES

VIEW SCRIPT–200a

NewHampshire VIEW

Vital Information for Education and Work

SALES REPRESENTATIVE, TECHNICAL

JOB DESCRIPTION:

These people sell one or more lines of goods to business and industrial concerns as a sales agent for a manufacturer or distributor. The items they may sell range from franchise businesses to magazines to manufactured products. They may sell products at a sales office, call on companies to sell products and/or take orders for products by phone. They look for new business by compiling lists of possible customers for newspapers and directories. They show samples or catalogs to customers, point out features of articles, quote prices and credit terms, and prepare sales contracts. They prepare sales reports and expense accounts, and may arrange for products to be delivered.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	1911	2649	TOTAL 738	AVE. RATE 3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	58	5	Trade, Whol. & Ret.	100.0
CLARMONT	104	9		
CONCORD	197	17		
DOVER	132	11		
KEENE	116	9		
LACONIA	113	9		
LITTLETON	43	4		
MANCHESTER	596	47		
NASHUA	256	21		
PORTSMOUTH	206	16		
PT. LAW-HAV	91	7		

ADVANCEMENT OPPORTUNITIES:

Self employment
Advertising/Marketing Research

SAMPLE PLACES OF WORK:

Wholesale Manufacturers and Distributers
Record Companies
Franchised business operations
Magazine, book, and newspaper companies

NATIONAL WAGE RANGE:

$13,900 – $33,500

WORK CONDITIONS:

Considerable traveling
Few hazards
Some lifting

RELATED OCCUPATIONS:

Sales Representative, Dairy Supplies
Building Consultant
Pharmaceutical Retailer

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

Sell one or more of the following items to business and industrial accounts:

Beer and malt liquors
Tobacco products
Canvas goods
Coal, coke, wood or other fuels
Petroleum products
Bottles and bottling equipment
Rubber gaskets and washers
Funeral equipment and supplies
Shoe leather and shoe repairing supplies
Hobby and craft materials
Souvenirs, toys, and trinkets
Ballpoint pens
Boxes and shipping containers

- **HOURS OF WORK:**

May involve irregular and long working hours

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local manufacturing firm for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B
See Appendix C

WHERE TO GET FURTHER INFORMATION:

Manufacturers' Agents National Association
P.O. Box 16878
Irvine, California 92713

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Algebra
Accounting/Bookkeeping/Recordkeeping
Speech
Consumer and Homemaking Textiles
General Marketing

- **EDUCATION/TRAINING NEEDED:**

Graduation from Approved Sec/Voc General Marketing Program
Graduation from Voc/Tech College Program in Marketing Management
Graduation from College Program in Retailing
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	4249	DOT	276 357 014
MATRIX	30001899		274 357 030
GOE	08.01.01		212 157 010
CIP	08.0702		274 357 078

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MARINES

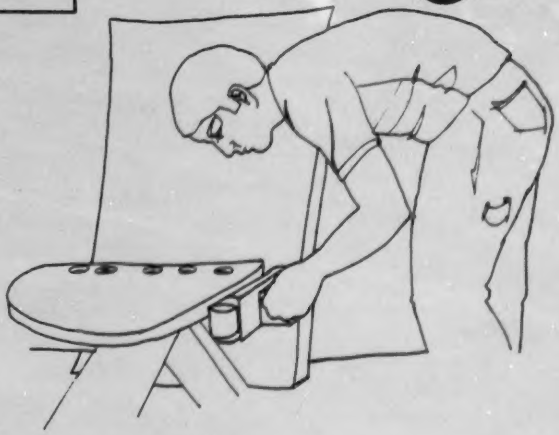
VIEW SCRIPT—201a

New Hampshire VIEW
Vital Information for Education and Work

SANDING MACHINE OPERATORS AND TENDERS

JOB DESCRIPTION:

These people operate and tend machines used to rough, smooth, or clean wooden surfaces. For example, they may operate a sanding machine to smooth surfaces on wood furniture, remove excess glue and lead from pencils, or clean and share parts of smoking pipes. They control the machines by turning handwheels and pushing buttons, pedals, or levers. They also may use hand tools to position or replace machine parts. Many workers perform other tasks, as required by specific jobs.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	244	291	TOTAL	47	AVE. RATE	1.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	27	1	Manufacturing 100.0
CLARMONT	9		
CONCORD	21	1	
DOVER	2		
KEENE	47	3	
LACONIA	16	1	
LITTLETON	22	1	
MANCHESTER	33	2	
NASHUA	52	3	
PORTSMOUTH	2		
PT. LAW-HAV	13	1	

ADVANCEMENT OPPORTUNITIES:

Supervisory positions

SAMPLE PLACES OF WORK:

Woodworking shops
Companies that make wooden pencils, smoking pipes, or wooden buckets or boxes
Companies that make products out of cork
Companies that produce wood veneer and plywood
Any business or industry that makes large numbers of products using wood

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside work, dusty
Some lifting
Noisy

RELATED OCCUPATIONS:

Sander
Sander, Portable Machine
Lathe Sander
Stroke-Belt-Sander Operator
Heading-Machine Operator

VIEW SCRIPT—201b

MORE ABOUT THE JOB:

SAMPLE WORK ACTIVITIES:

- Turn handwheels to set the tension of a sanding belt.
- Position articles to be sanded on a machine table.
- Feel sanded articles to see if they are smooth.
- Tend a machine that grinds cork into the shape of fishing rods.

HOURS OF WORK:

35-40 hours per week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
See Appendix A—Machine Operator
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Woodworkers
1622 N. Lombard Street
Portland, Oregon 97217

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy & Power Tech
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech

EDUCATION/TRAINING NEEDED:

On-the-job training

Graduation from approved Sec/Voc Precision Production Program

SPECIAL REQUIREMENTS:

SOC	7634	DOT	761-684-030
MATRIX	61082410		
GOE	06.04.34		
CIP	48.0703		

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MARINES

VIEW SCRIPT–202a

New Hampshire VIEW

Vital Information for Education and Work

SCHOOL CROSSING GUARD

JOB DESCRIPTION:

School crossing guards watch over street crossings, druing school hours when children are going to and from school, to make sure that school children who are walking are safe. They warn them of approaching traffic and may escort them across streets or other crossings.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	167	245	**TOTAL** 78	**AVE. RATE** 4.2

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9	1	Government	100.0
CLARMONT	12	2		
CONCORD	16	2		
DOVER	24	3		
KEENE	10	1		
LACONIA	16	2		
LITTLETON	7	1		
MANCHESTER	32	3		
NASHUA	18	2		
PORTSMOUTH	17	2		
PT. LAW-HAV	5			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Schools

NATIONAL WAGE RANGE:

$3.35 – $7.27 hourly

WORK CONDITIONS:

Outdoors in all types of weather
Part-time work
Standing

RELATED OCCUPATIONS:

Drawbridge Operator
Crossing Tender

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Guard street crossing during hours when children are going to or from school
- Direct the actions of children and traffic to make sure children cross streets safely
- Write down the license numbers of cars that fail to observe traffic signals
- Escort children across streets
- Place caution signs near crossing lanes
- Stop speeding drivers and warn them to slow down

- **HOURS OF WORK:**

Work part-time, before and after school

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local school district
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Local school district

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Basic Education
Safety Education

- **EDUCATION/TRAINING NEEDED:**

Some high school education
High school graduate

- **SPECIAL REQUIREMENTS:**

SOC 5142
MATRIX 70100203
GOE 10.03.03
CIP 43.0109

DOT 371 567 010

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New Hampshire VIEW

Vital Information for Education and Work

SECRETARY

JOB DESCRIPTION:

Secretaries set appointments, deal with callers, take dictation, and type. In offices where typing is done in word processing centers, they often handle a number of other duties. These duties range from filing, routing mail, and answering the phone to more responsible work such as answering letters, doing research, and writing reports. Some secretaries specialize in a certain area, such as medicine, law, science, or education. Some supervise a clerical staff.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	8138	12,126	**TOTAL**	3988	**AVE. RATE**	4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	270	24	Construction	4.9
CLARMONT	768	66	Manufacturing	26.4
CONCORD	786	77	Trans,Comm,Util	2.5
DOVER	714	67	Trade,Whol&Ret	7.2
KEENE	610	60	Finance,Ins,Re	7.7
LACONIA	577	55	Services-Other	33.1
LITTLETON	184	17	Government	18.2
MANCHESTER	1659	166		
NASHUA	1453	177		
PORTSMOUTH	820	83		
PT. LAW-HAV	297	40		

ADVANCEMENT OPPORTUNITIES:

Administrative assistant
Clerical or secretarial supervisor

SAMPLE PLACES OF WORK:

Any industry
Banks, insurance companies, real estate firms, government agencies, universities and other places that provide services to the public
Doctors', lawyers', and other professional offices

NATIONAL WAGE RANGE:

$12,947-$16,872

WORK CONDITIONS:

Inside work in comfortable working conditions
Fairly free of noise
Much sitting

RELATED OCCUPATIONS:

Typist
Stenographer
Bookkeeper
Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Compose and type routine letters
- Keep an inventory of office supplies.
- Look through law books to find court decisions that pertain to cases your employer may be handling.
- Type medical charts, reports, and letters.
- Welcome new members to an organization and issue membership cards.
- Send bills to patients.
- Receive and deposit funds for lunches, school supplies, and student activities.
- Read scripts and prepare notes for each scene in a play.
- Send invitations and arrange for food service for a business or social dinner.

• HOURS OF WORK:

Most secretaries work a 35-40 hour week during normal hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B
  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Professional Secretaries International
2440 Pershing Road, Suite G10
Kansas City, Missouri 64108

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Secretarial & Related Programs
Typing, General Office & Related Programs
Business Dynamics

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Business & Office Program
Graduation from Voc/Tech College Program (Secretarial)

• SPECIAL REQUIREMENTS:

SOC	4622	**DOT**	201-362-030	201-362-014
MATRIX	40020201		201-362-018	201-362-022
GOE	07.01.03		201-362-010	201-162-010
CIP	07.0606			

ARMY	71C	**AIR FORCE**	70550
NAVY	NI-YN	**MARINES**	4221
COAST GUARD	YN-QC-02		

New Hampshire VIEW
Vital Information for Education and Work

SERVICE CLERK

JOB DESCRIPTION:

Service Clerks receive, record, and distribute work orders, upon customer requests, to work crews. Schedules service calls, dispatches work crews. Records information such as name, address, article to be repaired or service to be rendered. Calls or writes customer to insure satisfactory performance of service. May dispatch messages and relay special instructions to mobile crews and other departments using radio-telephone equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	146	204	**TOTAL**	58	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	4		Trans,Comm,Util	1.4
CLARMONT	9		Trade,Whol&Ret	98.6
CONCORD	7			
DOVER	8			
KEENE	7			
LACONIA	7			
LITTLETON	1			
MANCHESTER	52	4		
NASHUA	22	2		
PORTSMOUTH	17	2		
PT. LAW-HAV	12	1		

WORK CONDITIONS:

Inside, sedentary, no lifting, must use the telephone

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Manager
Clerical Supervisor

SAMPLE PLACES OF WORK:

Industrial plants
Gas companies
Service garages
City or county waterworks plants
Telephone companies and telegraph companies
Light, heat, and power companies

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Maintenance Scheduler
Dispatcher
Work Order Sorting Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Schedule times for cars to be repaired.
- Notify garage workers to deliver cars.
- Prepare work orders and send them to service crews.
- Schedule service calls.
- Send out service crews to repair phone lines or gas mains.
- Call customers to see if they are pleased with repair service work.
- Keep records of service calls and work orders.
- Use a radio-telephone to dispatch orders and relay messages.
- Take phoned-in requests for repair work and relay the requests to a maintenance crew.
- Order supplies for repair workers.

• HOURS OF WORK:

35-40 hours per week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local businesses which provide repair services for on-the-job training
Local guidance counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

Special Industrial Radio Service Association
1700 N. Moore Street, Suite 910
Rosslyn, Virginia 22209

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing, General Office Related Programs
Communications Systems Operations

• EDUCATION/TRAINING NEEDED:

High School Graduate preferred
Graduation from approved Sec/Voc
Business & Office Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	4751	DOT	221-367-070
MATRIX	40066824		299-367-018
GOE	07.04.05		
CIP	07.0706		

ARMY
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COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—205a

New Hampshire VIEW

Vital Information for Education and Work

SERVICE STATION ATTENDANT

JOB DESCRIPTION:

These workers service cars and other vehicles. They fill gas tanks, wash windshields, change oil, and replace oil filters and fan belts. They may also sell and install batteries, headlights, windshield wiper blades, and other items. Most of these tasks can be done with simple hand tools. They may help take inventory of auto parts, set up displays, take payments, and keep business records. Most work in auto service stations, but some service vehicles owned by business or government.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1495	1818	TOTAL	323	AVE. RATE	2.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	63	3	Trans,Comm,Util	.7
CLARMONT	113	5	Trade,Whol&Ret	95.1
CONCORD	143	7	Services-Other	4.0
DOVER	101	5	Government	.2
KEENE	104	5		
LACONIA	130	6		
LITTLETON	38	2		
MANCHESTER	272	13		
NASHUA	218	9		
PORTSMOUTH	241	11		
PT. LAW-HAV	69	3		

ADVANCEMENT OPPORTUNITIES:

Tire Changer
Auto Repairer
Checker
Automobile Mechanic

SAMPLE PLACES OF WORK:

Gasoline service stations
Self-service gas stations
Garages
Business and government agencies
that have their own auto shops

NATIONAL WAGE RANGE:

Minimum wage

WORK CONDITIONS:

Both inside and outside work
Much standing, walking, and bending
Work in all kinds of weather

RELATED OCCUPATIONS:

Lubrication Servicer
Garage Servicer—Industrial
Gas and Oil Servicer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Fill the fuel tanks with gas or diesel fuel.
- Check the oil, water, and brake fluid levels in vehicles.
- Add water to radiators and batteries as required.
- Wash windshield.
- Change the oil in vehicles.
- Replace oil filters, air filters, and fan belts on cars.
- Repair or replace tires on vehicles.
- Wash and wax vehicles.
- Collect payments from customers and make change.
- Help take inventory of auto parts.
- Prepare daily reports of fuel, oil, and auto parts sold.
- Put antifreeze in radiators.
- Refuel trucks and buses in a company garage.
- Use a forklift to move oil drums.
- Check fuel and mileage records of trucks.
- Test batteries and tires.
- Grease parts of vehicles, such as the springs and joints.

• HOURS OF WORK:

Full-time service station and garage attendants work 40 hours a week or more. Many gas stations are open at least 12 hours a day, 6 days a week, work schedules may include evenings, weekends, and holidays.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local service stations for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Automotive Service Industry Association
168 North Michigan Avenue
Chicago, Illinois 60601

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Automotive Mechanics
Industrial Arts—Energy & Power Tech

• EDUCATION/TRAINING NEEDED:

High School graduate preferred
On-the-job training

• SPECIAL REQUIREMENTS:

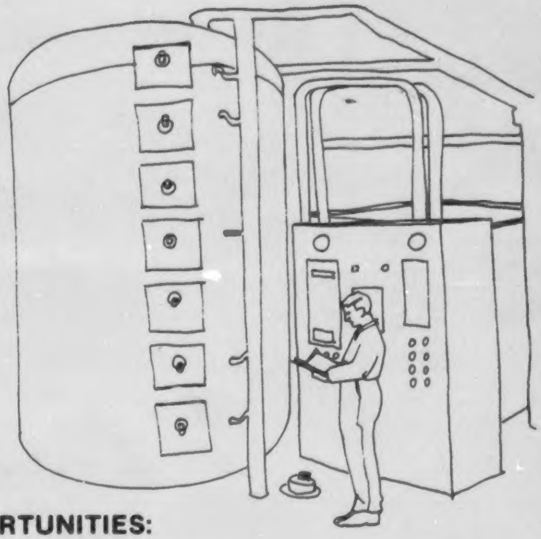
SOC	8730	DOT	915-467-010	915-687-014	ARMY	AIR FORCE
MATRIX	61082605		915-687-018	915-587-010	NAVY	MARINES
GOE	05.10.02		915-477-010		COAST GUARD	
CIP	08.1206					

New Hampshire VIEW
Vital Information for Education and Work

SEWAGE PLANT OPERATOR

JOB DESCRIPTION:

These people operate equipment in water or sewage treatment plants to remove harmful waste from water or to make wastewater harmless. They operate pumps, pipes, valves, and processing equipment to move wastewater from sewage pipes through various treatment processes. They read and interpret meters and gauges to be sure equipment is working properly. They also operate chemical-feeding devices, test water samples, and keep records of their work. They use common handtools and special tools to repair and adjust plant equipment.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	97	141	TOTAL 44	AVE. RATE 4.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Trans, Comm, Util.	3.8
CLARMONT	7		Government	96.2
CONCORD	11	1		
DOVER	13	2		
KEENE	5			
LACONIA	9	1		
LITTLETON	4			
MANCHESTER	18	2		
NASHUA	13	1		
PORTSMOUTH	10	1		
PT. LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisory Position
Technician
Superintendent

SAMPLE PLACES OF WORK:

City or county water and sewage treatment plants
Private Industries that produce their own wastewater
Federal installations
Chemical and Textile plants

NATIONAL WAGE RANGE:

$11,800 – $23,000 annually

WORK CONDITIONS:

Both inside and outside work
May be subject to unpleasant odors

RELATED OCCUPATIONS:

Wastewater Treatment Plant Attendant

832

833

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Turn valves, pull levers, and move switches to control pumps that move water into a treatment plant
- Read flowmeters and gauges to see how much waste water to process
- Check equipment for defects such as pump leaks or worn bearings
- Use handtools to repair plant equipment
- Record the amount of power used in treating water
- Dump chlorine, lime, and other chemicals into water
- Turn valves to control the flow of water through filter beds used to remove impurities
- Reverse the flow of water to clean tanks and filter beds
- Use meters to test water samples for acids or impurities
- Check panelboard readings to see if waste chemicals are safe
- Start and stop pumps, engines, and generators to control the flow of raw sewage
- Test waste to see if it is radioactive
- Control the temperature in tanks that process sludge (muddy waste)
- Clean equipment in a sewage disposal plant

• HOURS OF WORK:

Plant operators are often required to work night shifts. Also, overtime work is common.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Sewage plant for on-the-job training
Local Guidance Counselor

See Appendix B

WHERE TO GET FURTHER INFORMATION:

Water Pollution Control Federation
2626 Pennsylvania Avenue, N.W.
Washington, D.C. 20037

National Water Supply and Pollution Control Commission
Hazen Drive
Concord, New Hampshire

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Science
Chemistry
Industrial Arts–Energy and Power Tech
Physics

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
Graduation from Voc/Tech College Program in Waste Water Treatment Plant Operation
On the job training

• SPECIAL REQUIREMENTS:

– Certification is some states

SOC 6910
MATRIX 501 44013
GOE 05.06.04
CIP 47.0504

DOT 955 362 010
955 385 010

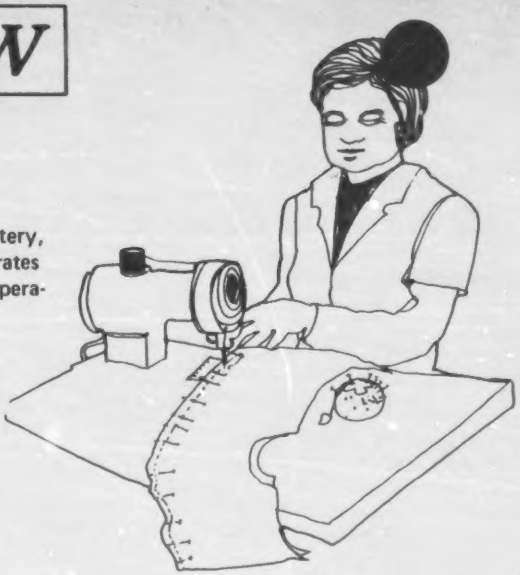
ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—207a

NewHampshire VIEW

Vital Information for Education and Work



SEWING MACHINE OPERATOR

JOB DESCRIPTION:

These workers operate or tend machines used to sew together materials. They make items such as garments, quilts, upholstery, books, art goods, toys, or similar products. They thread the machines, adjust needles, and move controls to regulate feed rates and thread tensions. They may adjust the machine table to sew articles of various sizes and shapes. They watch machine operations to detect and correct stitching problems, and may replace damaged needles as necessary.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2317	2681	TOTAL	364	AVE. RATE	2.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	148	7	Manufacturing	98.0
CLARMONT	208	12	Services-Other	1.3
CONCORD	56		Trade,Whol&Ret	.7
DOVER	80			
KEENE	155	12		
LACONIA	379	30		
LITTLETON	73	5		
MANCHESTER	681	46		
NASHUA	433	25		
PORTSMOUTH	67	3		
PT. LAW-HAV	26	2		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Factories and plants that produce: clothing, carpets and rugs, fur goods, furniture, gloves and mittens, hats and caps, hosiery, knit goods, leather goods, mattresses, textile goods

Printing and publishing companies

NATIONAL WAGE RANGE:

$8.14 per hour (average)

WORK CONDITIONS:

May work in somewhat less than modern facilities

Will be required to sit a great deal of the time

RELATED OCCUPATIONS:

Binder, Chainstitch
Cup Setter, Lockstitch
Appliquer, Zigzag
Topstitcher, Zigzag
Zipper Setter, Chainstitch
Basting Machine Operator
Flatlock Sewing Machine Operator
Overlock Sewing Machine Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend a machine.
- Thread machines and adjust machine needles.
- Set feed arms for the size of articles to be sewn.
- Place yarn packages on the spindles of a machine.
- Fill a machine hopper with buttons.
- Place articles on the table of a machine and turn wheels to adjust the distance between articles and the machine head.
- Pull boxes of folded material into feeding position.
- Place material at the feed end of a machine and thread it through machine units.
- Guide material under the needle of a sewing machine.
- Turn dials on a control panel to regulate conveyor speeds, feed rates, and roll pressure.
- Press a pedal to operate the machine feed arm and sewer.
- Turn a machine bed to rotate material.
- Move the machine table forward and backward to space stitches.
- Watch machine operations to detect cutting or stitching problems.
- Inspect articles for sewing defects.
- Feel needles to detect rough places.
- Replace damaged needles.
- Clean lint from machines.

• HOURS OF WORK:

These jobs may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local textile manufacturer for on-the-job training
Your local textile workers' union
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local offices of State Employment Service

International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Clothing, App. Textiles
Consumer & Homemaking

• EDUCATION/TRAINING NEEDED:

High School
Graduation from approved Sec/Voc
Needle Trade Program
4-year apprenticeship

• SPECIAL REQUIREMENTS:

SOC	7655	DOT	786-682-170	786-682-282
MATRIX	61085220		786-682-034	786-682-030
GOE	06.02.05		786-682-082	768-682-110
CIP	20.0303		786-682-194	786-682-010

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—208a

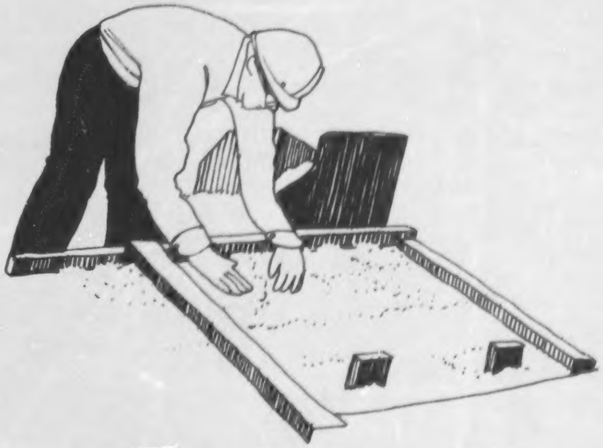
New Hampshire VIEW

Vital Information for Education and Work

SHAKEOUT WORKER, FOUNDRY

JOB DESCRIPTION:

These workers perform a combination of tasks in a foundry concerned with melting metal, pouring metal into molds, removing castings from molds, dressing castings, moving foundry materials, and cleaning equipment and work areas.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	79	143	**TOTAL** 64	**AVE. RATE** 7.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Manufacturing	100.0
CLARMONT	23	3		
CONCORD	2			
DOVER	11	2		
KEENE				
LACONIA	9			
LITTLETON				
MANCHESTER	1			
NASHUA	26	2		
PORTSMOUTH				
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Mold Worker
Supervisory position

SAMPLE PLACES OF WORK:

Foundries

NATIONAL WAGE RANGE:

Minimum wage

WORK CONDITIONS:

Inside work
Subject to burns from hot metal
Strict safety rules

RELATED OCCUPATIONS:

Mold Worker
Tube-Cleaning Operator

- Direct high-pressure steam as water into castings.
- Clean castings, patterns, and flask with wire brush.
- Remove gates, sprues, and other projections from castings.
- Break up used sand molds.
- Sweep and clean work areas.

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Move sand, casting, flasks, or other materials about foundry.
- Use a wrench, bolts, and top screws to assemble flasks.
- Water and mix sand.
- Shovel sand into flasks.
- Compact sand in flasks with a ramming tool.
- Spray binder on surface of sand molds.
- Dry surface with a blowtorch.
- Fit together, clamp, and unclamp cope and drag on production line.
- Weigh out specific amounts of materials for furnace charge.
- Load charge into melting furnace.
- Break sand mold from finished casting.

- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local foundry for on-the-job training
Local guidance counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

American Foundrymen's Society
Cast Metals Institute
Golf and Wolf Roads
Des Plaines, Illinois 60016

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Energy & Power Tech
Industrial Arts—Materials & Process Tech
Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

8th grade education
Graduation from approved Sec/Voc
Precision Production Program
On-the job training

- **SPECIAL REQUIREMENTS:**

SOC	8769	DOT	519-687-022
MATRIX	80002813		514-685-026
GOE	06.04.32		514-567-010
CIP	48.0502		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

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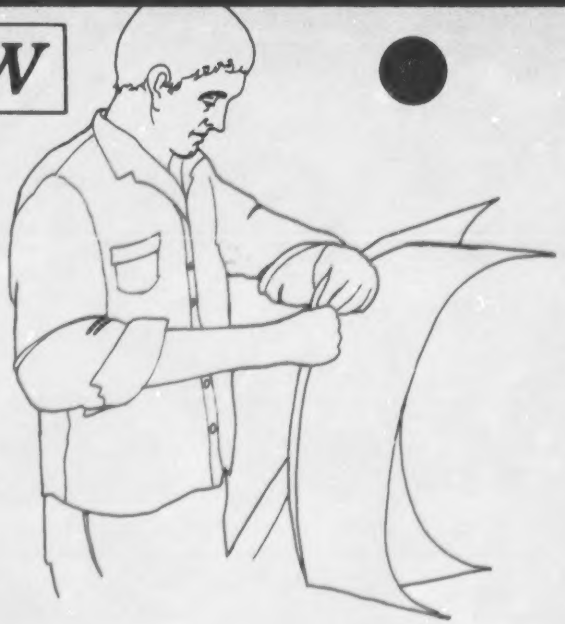
NewHampshire VIEW

Vital Information for Education and Work



SHEET METAL WORKER

JOB DESCRIPTION:

These workers assemble, install, and repair sheet metal products and equipment. They also cut, bend, and straighten metal sheets to form equipment parts or sections. They make items such as duct work, ventilators, furnace casing, and roofing. They use many different hand tools and power machines, including shears, punch and drill presses, soldering and welding equipment, grinders, and buffers. They work from blueprints, and use precise measuring instruments to check their assemblies and installations.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	417	573	TOTAL	156	AVE. RATE	3.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	12		Construction	41.9
CLARMONT	24	2	Manufacturing	56.4
CONCORD	28	2	Government	1.7
DOVER	44	2		
KEENE	47	3		
LACONIA	21	1		
LITTLETON	7			
MANCHESTER	75	4		
NASHUA	86	5		
PORTSMOUTH	51	3		
PT. LAW-HAV	21	1		

WORK CONDITIONS:

Work is noisy
Sometimes dirty environment
Fumes from welding and soldering
Work from awkward positions

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

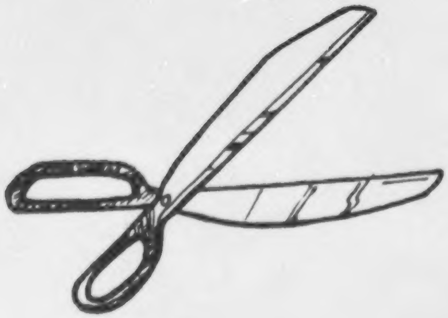
- Construction companies
- Contracting firms that specialize in heating, refrigeration, air conditioning, and air pollution equipment
- General contracting firms engaged in home, industrial, and commercial building
- Government agencies

NATIONAL WAGE RANGE:

$9.63

RELATED OCCUPATIONS:

Machine Operator
Ornamental-Metal Worker
Skin Fitter



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Select the type of sheet metal to use for a product based on knowledge of metals.
- Mark off places on a metal sheet where it must be cut.
- Set up and operate shears, bending rollers, and punch and drill presses to cut, bend, and join sheet metal parts.
- Shape metal over anvils, blocks, or forms, using a hammer.
- Use files and a portable grinder to smooth seams and joints.
- Follow blueprints to install sheet metal equipment in a plant or business.
- Use hand tools and portable power tools to assemble sheet metal sections.
- Check assemblies, using measuring instruments such as calipers, scales, and a micrometer.
- Work in an apprenticeship program to learn the sheet metal craft.

- **HOURS OF WORK:**

Sheet metal workers generally work more regularly than most construction trades, because most work is done indoors.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Sheet Metal Workers International Association
for apprenticeship
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Sheet Metal Workers International Association
1750 New York Avenue
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials & Process Tech
Industrial Arts—Energy & Power Tech
Industrial Arts—Visual Communications Tech
Sheet Metal
Machine Tool/Machine Shop

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Precision Production in Sheet Metals

4-year apprenticeship program

- **SPECIAL REQUIREMENTS:**

SOC	6824	DOT	804-281-010	619-260-010	ARMY	--	AIR FORCE	55232
MATRIX	50062601		619-685-062	619-260-008	NAVY	SW-6017	MARINES	--
GOE	05.05.06		616-360-001	806-381-054	COAST GUARD	DC		
CIP	48.0506							

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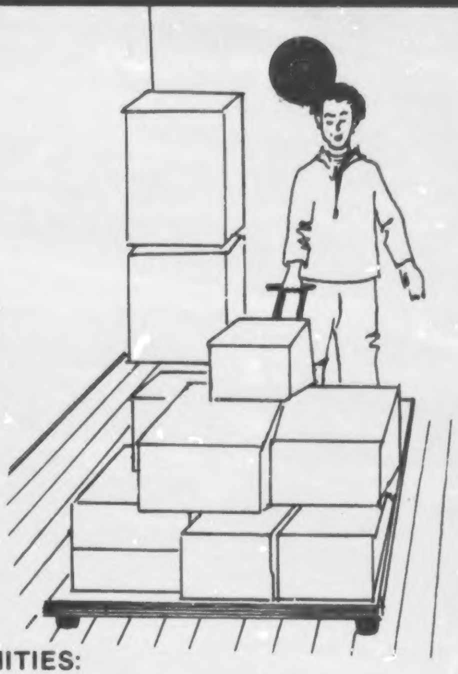
NewHampshire VIEW
Vital Information for Education and Work



SHIPPING/RECEIVING CLERK

JOB DESCRIPTION:

These workers keep track of all shipments of goods leaving or arriving at a place of business. Before goods are shipped, they check to see that orders have been filled correctly. They may fill orders themselves, by obtaining goods from the stockroom and packaging them for shipment. They also may truck goods to the loading dock and direct their loading. They check incoming shipments to make sure orders have been correctly filled. They keep records of incoming and outgoing shipments and may arrange for adjustments when goods are lost or damaged.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	3181	4281	**TOTAL**	1100	**AVE. RATE**	3.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	138	7	Construction	.6
CLARMONT	180	12	Manufacturing	40.7
CONCORD	268	17	Trans,Comm,Util	.7
DOVER	279	15	Trade,Whol&Ret	55.0
KEENE	242	15	Services-Other	2.6
LACONIA	190	11	Government	.4
LITTLETON	78	4		
MANCHESTER	761	42		
NASHUA	583	51		
PORTSMOUTH	333	22		
PT. LAW-HAV	131	8		

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager
Clerical Supervisor

SAMPLE PLACES OF WORK:

Manufacturing plants
Retail trade stores
Oil companies
Railroad companies
Airline companies
Trucking firms
Light, heat, and power companies
Construction companies

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Generally inside work
Few hazards
Standing, walking, stooping, and bending
Some noise

RELATED OCCUPATIONS:

Order Filler
Router
Route-Delivery Clerk
Checker
Shipping Checker
Cargo Checker
Ship Runner

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MORE ABOUT THE JOB:

SAMPLE WORK ACTIVITIES:

- Record information about incoming and outgoing freights such as destination, sending department, and charges.
- Read shipping orders to determine the amount and type of transportation needed.
- Contact carriers to make arrangements for loading products.
- Ship customers' parcels by railway express.
- Weigh parcels and refer to rate charts to compute charges.
- Sort parcels and place them in bins or sacks, according to their destinations.
- Check the identity of freight cars entering a railroad yard to be loaded.
- Keep records and prepare reports on the amount and value of fuel oil bought, received, stored, and used in electric-generating plants.
- Count, weigh, or measure items to be shipped.
- Stamp or glue shipping instructions on crates or containers.
- Place materials into envelopes, boxes, or other containers to be shipped or mailed.
- Book freight shipments on boats or ships.

HOURS OF WORK:

Night work and overtime, including work on weekends and holidays may be necessary.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local factories or warehouses for on-the-job training

Local guidance counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Office Occupation Unit
Division of Vocational & Technical Education
Bureau of Adult Vocational and Library Program
U.S. Office of Education
Washington, D.C. 20202

TO PREPARE FOR THE JOB:

THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Typing, General Office Related Programs
Shorthand
Business Math

EDUCATION/TRAINING NEEDED:

On-the-job training
High School Diploma preferred
Graduation from approved Sec/Voc
Business & Office Program
Graduation from Voc/Tech
College Program in Marketing Management

SPECIAL REQUIREMENTS:

SOC	4753	DOT	222-387-050	219-367-030
MATRIX	40065001		222-587-038	248-362-010
GOE	05.09.01		222-567-010	222-687-018
CIP	07.0708		248-367-014	

ARMY	71N	AIR FORCE	60251
NAVY	SK-2815	MARINES	3121
COAST GUARD	SK		

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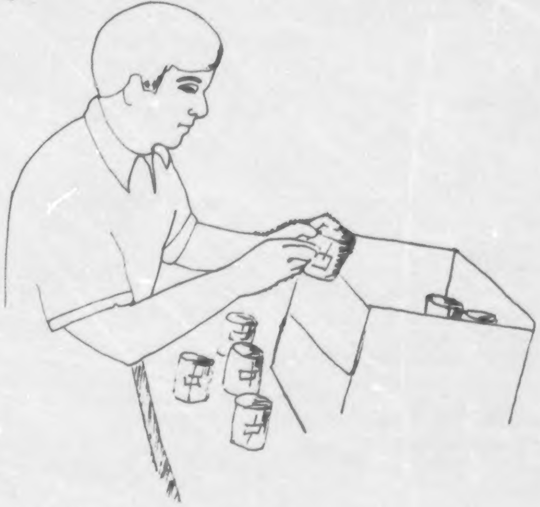
New Hampshire VIEW

Vital Information for Education and Work

SHIPPING PACKER

JOB DESCRIPTION:

These workers package materials or products by hand. They work in a variety of industries and settings. The products and materials they may work with range from food or tobacco products to manufactured goods. They will pack containers with materials and wrap articles in paper, plastic film, or other packing materials. They may clean, weigh, inspect, and sort articles before they are packaged. They may also stack or load filled containers and stamp information on cartons or labels.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1642	2232	**TOTAL**	590	**AVE. RATE**	3.3

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	63	3	Manufacturing	66.4
CLARMONT	91	6	Trans,Comm,Util	2.0
CONCORD	138	8	Trade,Whol&Ret	29.8
DOVER	191	11	Services-Other	1.6
KEENE	118	8	Government	.1
LACONIA	107	6		
LITTLETON	36	2		
MANCHESTER	363	22		
NASHUA	322	25		
PORTSMOUTH	148	10		
PT. LAW-HAV	66	5		

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Retail stores
Slaughter houses
Meat packing plants
Food canning and preserving plants
Wholesale warehouses

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Casual environment working with others
Routine duties
Pressures from supervisors to meet deadlines

RELATED OCCUPATIONS:

Route-Delivery Clerk
Shipping and Receiving Clerk
Truckload Checker

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Examine products for defects before they are wrapped or packed.
- Weigh products.
- Stamp information on products.
- Weigh, wrap, and prepare poultry for shipment or storage.
- Roll and tie cuts of meat to form roasts at a meat packing plant.
- Fill wooden tubs, barrels, or containers with processed food products at a cannery.
- Fill wooden buckets with distilled liquor to prepare them for aging.
- Clean and pack fish eggs.
- Tie or bolt moving parts of weighing scales before they are packed and shipped.
- Load ammunition charge bags with powder.
- Inspect and pack hats or caps at a hat factory.
- Wrap mopheads with papar and insert them in bags or cartons.
- Fasten paper bands around bolts of cloth to prepare them for shipping.
- Pack tobacco products into cartons.
- Pack paired shoes in cartons for shipment.
- Wrap food in plastic film at grocery stores.

• HOURS OF WORK:

Work hours may vary from job to job.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
Local guidance counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

International Brotherhood of Packinghouse and
Industrial Workers
3855 Bellcrossing Drive
Kansas City, Kansas 66104

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Typing, General Office Related Programs
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

On-the-job training

High School graduate preferred

Graduation from approved Sec/Voc
Business & Office Program

• SPECIAL REQUIREMENTS:

SOC	8761	DOT	929-684-010	222-567-010
MATRIX	40065002		222-587-038	222-567-014
GOE	06.04.38		222-587-034	222-387-050
CIP	07.0708			

ARMY	76U	AIR FORCE	60154
NAVY	–	MARINES	3052
COAST GUARD	–		

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New Hampshire VIEW

Vital Information for Education and Work

SKILLED, OTHER

JOB DESCRIPTION:

These skilled workers do a variety of different jobs depending on the type of setting they work in. They may service water transportation equipment or air transportation equipment. Other possible jobs include fabrication of products, paperworking, forging, stone cutting, tar rolling, mixing, auto bodyworking, etc. They may operate machinery, as well as hand tools.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1484	2111	**TOTAL**	627	**AVE. RATE**	3.8

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	65	4	Construction	7.0
CLARMONT	119	10	Manufacturing	69.6
CONCORD	130	10	Trans,Comm,Util	2.1
DOVER	123	11	Trade,Whol&Ret	10.2
KEENE	256	24	Finance,Ins,Re	.7
LACONIA	153	18	Services-Other	3.2
LITTLETON	29	2	Government	7.2
MANCHESTER	243	19		
NASHUA	222	17		
PORTSMOUTH	113	10		
PT. LAW-HAV	31	2		

WORK CONDITIONS:

Varies, depending on type of job

ADVANCEMENT OPPORTUNITIES:

Supervisors
Others may own their shops

SAMPLE PLACES OF WORK:

- Factories
- Airport
- Refining plants
- Harbors
- Construction sites
- Forms
- Chemical plants

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

- Loom Setter, Wire Weaving
- Stone Layout Marker
- Truck-Body Builder
- Pipe Installer
- Letterer
- Airplane Coverer
- Lock Operator
- House Builder

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Set up automatic spring coiling machines to fabricate compression and extension springs.
- Set up power loom to weave wire.
- Draw patterns for envelopes.
- Set up and adjust grid formers.
- Mark coded instructions on sandstone slabs.
- Point or draw precise lettering.
- Turn valves to increase or decrease water level in lock.
- Operate aircraft launching and recovery equipment.
- Construct metal truck bodies and trailers.
- Direct field activities of workers who control flow of oil and petroleum through pipelines.
- Install conduit pipe.
- Prepare buildings for moving from one site to another.
- Build and repair houses, barns, commercial buildings, etc.
- Command and pilot deep submergence vehicle.

• HOURS OF WORK:

Usually 40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local plants, factories, airports, and harbors for on-the-job training
See Appendix B—specific skills training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The National Tool, Die & Precision Machining Association
9300 Livinstron Road
Washington, D.C. 20022

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Physics
Machine Tool/Machine Shop
Industrial Arts—Energy & Power Tech
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech

• EDUCATION/TRAINING NEEDED:

4-year Apprenticeship Program
On-the-job training
Graduation from Voc/Tech College Program in Specific Skills Training

• SPECIAL REQUIREMENTS:

SOC	7676	**DOT**	616-260-022	911-362-010	**ARMY**	**AIR FORCE**
MATRIX	50144899		616-360-014	869-381-018	**NAVY**	**MARINES**
GOE	06.01.02		649-361-010	849-381-010	**COAST GUARD**	
CIP	48.0504		914-167-014			

New Hampshire VIEW
Vital Information for Education and Work

SOCIAL SERVICE AIDE

JOB DESCRIPTION:

SOCIAL SERVICE AIDES provide social services to help handicapped, ill, aged, or needy people. They advise and assist family members in meal planning, food preparation, child care, and health care. They also help disabled persons dress, set about, and obtain information and services. They may provide these services in people's home, or at hospitals, nursing homes, or social service agencies. They usually work under the direction of social workers.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	185	318	TOTAL	133	AVE. RATE	6.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9	1	Services—Other	91.8
CLARMONT	14	1	Government	8.2
CONCORD	29	3		
DOVER	16	1		
KEENE	16	1		
LACONIA	14	1		
LITTLETON	5			
MANCHESTER	42	4		
NASHUA	23	2		
PORTSMOUTH	13	1		
PT LAW-HAV	3			

ADVANCEMENT OPPORTUNITIES:

Supervisor Positions

SAMPLE PLACES OF WORK:

State Social Service Agencies
Public and private welfare agencies
Private homes
Rest homes
Special homes
Special schools

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Inside and outside work
May work evenings or weekends
Work with people

RELATED OCCUPATIONS:

Management aide
Homemaker
Case Aide

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

HEALTH
CARE

- Help members of needy families plan and prepare healthful meals
- Advise families on how to train, teach, and discipline children
- Give bedside care to people who are ill
- Train family members to care for a sick relative
- Talk with social workers to plan ways to help families in need
- Explain basic health and cleanliness principles to people
- Drive a car to take blind people where they need to go
- Help blind persons dress
- Keep records of services performed

- **HOURS OF WORK:**

Some of these jobs require occasional evening and weekend work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Social Service Agency for on-the-job training
Local Guidance Counselor

See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Association of Social Workers Inc.
Southern Building 6
15th and 8th Streets
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Allied Health Occupation
Psychology
Consumer and Homemaking
Sociology
Science
Vocational Child Care

- **EDUCATION/TRAINING NEEDED:**

High school graduate
Graduation from Voc/Tech College Program in Social Service Aide
On the job training

- **SPECIAL REQUIREMENTS:**

SOC	5263	**DOT**	195 367 014	**ARMY**	**AIR FORCE**
MATRIX	70083001		309 354 010	**NAVY**	**MARINES**
GOE	10.01.02		195 367 010	**COAST GUARD**	
CIP	17.0401				

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New Hampshire VIEW

Vital Information for Education and Work

SPEECH PATHOLOGIST

JOB DESCRIPTION:

Workers in this field provide direct services to people by evaluating their speech, language, or hearing disorders and providing treatment. They help clients whose disorders result from causes such as hearing loss, brain injury, cleft palate, mental retardation, emotional problems, or foreign dialect. Some do research to find causes of speech and hearing disorders and better methods to treat them. Others teach or do consulting work.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	202	288	TOTAL	86	AVE. RATE	3.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	15	2	Services-Other	25.4
CLARMONT	20	2	Government	74.6
CONCORD	18	2		
DOVER	24	2		
KEENE	7			
LACONIA	16	2		
LITTLETON	8			
MANCHESTER	34	3		
NASHUA	21	2		
PORTSMOUTH	34	3		
PT. LAW-HAV	6			

WORK CONDITIONS:

Inside work
People oriented
Mentally demanding

ADVANCEMENT OPPORTUNITIES:

Administrative position
Executive Administrator position

SAMPLE PLACES OF WORK:

Public schools
Classrooms, clinics, and research centers
in colleges and universities
Hospitals
Speech and hearing centers
Government agencies
Industries
Private practice

NATIONAL WAGE RANGE:

$17,000-$27,200

RELATED OCCUPATIONS:

Audiologist
Occupational Therapist
Physical Therapist
Music Therapist

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Use complex equipment to test people's hearing abilities.
- Study client's educational, medical, and social histories.
- Plan and direct programs to treat clients through hearing aids, counseling, and speech reading.
- Design clinical research procedures.
- Counsel clients who have speech disorders.
- Advise teachers and medical workers on how to help children who have speech or hearing disorders.
- Teach courses about speech or hearing disorders.

- **HOURS OF WORK:**

Many work more than 40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Speech-Language Hearing Association
10801 Rockville Pike
Bethesda, Maryland 20852

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Speech
Drama
Physics
Sociology
Psychology

- **EDUCATION/TRAINING NEEDED:**

Graduation from Allied Health College
Program in Speech Pathology

- **SPECIAL REQUIREMENTS:**

Certificate or license may be required

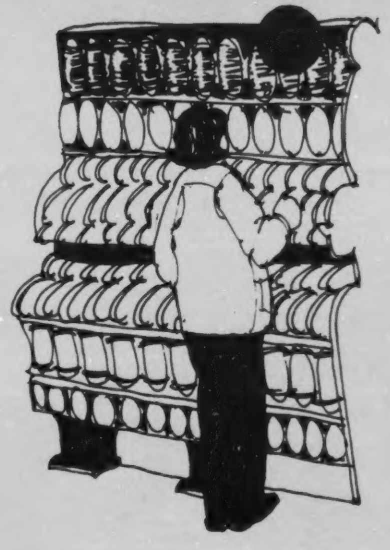
SOC	3034	**DOT**	076-107-010
MATRIX	10101803		076-101-010
GOE	02.03.04		
CIP	17.0821		

ARMY	910	**AIR FORCE**	91231
NAVY	HM-8591	**MARINES**	--
COAST GUARD	HM-8591		

VIEW SCRIPT—215a

New Hampshire VIEW

Vital Information for Education and Work



SPINNER, FRAME

JOB DESCRIPTION:

These workers operate or tend machines used to wind fibers or fabric onto spools and to twist, straighten, or tighten fibers used in textile products. They load the machines by guiding fiber, thread, or fabric onto machine rolls and through reels and guides. They start the machines, watch their operation, and remove fibers from clogged rollers. They may weigh rolls of fabric or set counters to record the amount of fiber or fabric wound. They also clean the machines and keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	238	264	**TOTAL**	26	**AVE. RATE**	1.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN			Manufacturing	100.0
CLARMONT	71	3		
CONCORD	91	5		
DOVER	4			
KEENE	29	1		
LACONIA	37	2		
LITTLETON	3			
MANCHESTER	4			
NASHUA	1			
PORTSMOUTH				
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

- Textile plants
- Knitting mills
- Companies that produce cord and twine
- Companies that make coated fibers or fabrics
- Carpet and rug manufacturers
- Plants that do trimming and embroidery work

NATIONAL WAGE RANGE:

$5.26-$10.24

WORK CONDITIONS:

- Inside work
- Stand for long periods of time
- Working with one's hands

RELATED OCCUPATIONS:

- Twister
- Spinner, Mule

VIEW SCRIPT—215b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate or tend one or more machines.
- Guide fabric into machine rolls.
- Thread strands of fiber through machine reels and guides.
- Guide fibers, thread, or line back and forth across a spool.
- Move tension and speed levers to wind rolls of fabric through the machine.
- Hoist rolls of fabric onto a scale.
- Set counters to record the amount of yarn wound.
- Watch winding units to detect broken fiber ends.
- Watch signal lights that show when machine processes have ended.
- Record production information or work tickets.
- Remove fibers from clogged rollers by hand.
- Clean rollers, using a rag, solvent, and scraper.
- Clean machines, using an air hose and rake.
- Read yardage gauges.
- Weigh samples of cloth and record their weights.
- Push loaded trucks of cloth from the work area.
- Use a sewing machine to sew new cloth roll ends to cloth already in a machine.

• HOURS OF WORK:

35-40 hours per week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local textile manufacturer for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Local offices of the State Employment Service

International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Materials & Process Tech
Vocational Home Economics
Clothing App. Textiles

• EDUCATION/TRAINING NEEDED:

High School graduate
Graduation from approved Sec/Voc
Clothing App. Textile Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	7651	DOT	682-685-010
MATRIX	61040612		682-685-014
GOE	06.04.06		681-685-126
CIP	20.0301		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—216a

NewHampshire VIEW
Vital Information for Education and Work

STATEMENT CLERK

JOB DESCRIPTION:

These workers record previously prepared bank statements, distribute statements to customers, and reconcile discrepancies in records and accounts. They keep cancelled cheks and customer's signature files. They may recover checks returned to customer in error and adjust customer complaints.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	135	227	**TOTAL** 92	**AVE. RATE** 6.2

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**
BERLIN	7		Finance, Ins, Re. 100.0
CLARMONT	12	2	
CONCORD	14	2	
DOVER	11	2	
KEENE	10	2	
LACONIA	11	2	
LITTLETON	4		
MANCHESTER	31	4	
NASHUA	18	2	
PORTSMOUTH	14	2	
PT. LAW-HAV	3		

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager

SAMPLE PLACES OF WORK:

Banks and finance companies

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Indoors
Routine work
Generally do not deal with customers

RELATED OCCUPATIONS:

Policy Change Clerk
Records Clerk

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Use a typewriter to record previously prepared statements.
- Insert statements and cancelled checks in envelopes, affixes postage,
- and routes statements for mailing
- Deliver statements and cancelled checks to customers over the counter and obtains signature as receipt
- Keep cancelled checks and customers' signature files
- Recovers checks returned to customer in error
- Adjusts customers' complaints
- Post stop payment notices to prevent payment of protested checks
- Cancel checks, using perforating machine.
- Take orders for imprinted checks.
- Answer customer's inquiries

- **HOURS OF WORK:**

Usually standard 35—40 hour workweel:

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local banking firm for on-the-job training
See Appendix A
See Appendix B-Mid Management

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Bankers Association
Bank Personnel Division
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting/Bookkeeping/Recordkeeping
Typing
Business Dynamics
Business Math

- **EDUCATION/TRAINING NEEDED:**

Graduation from Approved Sec/Voc Business and Office Program
Graduation from Voc/Tech College Program in Mid Management
On the job training

- **SPECIAL REQUIREMENTS:**

SOC 4699
MATRIX 40066823
GOE 07.02.02
CIP 07.0104

DOT 219 362 058

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT—217a

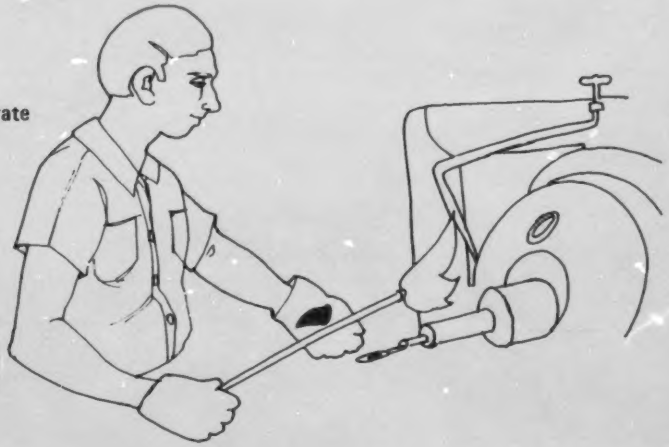
New Hampshire VIEW

Vital Information for Education and Work

STATIONARY BOILER, FIRER

JOB DESCRIPTION:

These workers control boilers used to heat buildings and to provide power for tools and equipment. They operate boilers by pushing buttons and opening valves to start and control the equipment. They may light oil or gas burners. They watch temperature and pressure gauges and adjust fuel supply and other controls as necessary. They also oil and adjust equipment, replace gauge glasses, and keep the work area and equipment clean.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE	
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	27	1	Manufacturing	36.5
CLARMONT	29	2	Services—Other	21.3
CONCORD	42	3	Government	42.2
DOVER	24	2		
KEENE	13	1		
LACONIA	17	2		
LITTLETON	12	1		
MANCHESTER	33	3		
NASHUA	21	2		
PORTSMOUTH	29	2		
PT. LAW-HAV	5			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Maintenance Mechanic
Stationary Engineer

SAMPLE PLACES OF WORK:

Electrical power plants
Factories and plants
Hospitals
Office and apartment buildings
Railroad companies
Schools
Ship lines

NATIONAL WAGE RANGE:

$8.14/hour (overage)

WORK CONDITIONS:

Work area usually well lighted and ventilated
Subject to noise from equipment
Almost constantly on feet

RELATED OCCUPATIONS:

Boiler Operator
Fire, High Pressure
Fuel-House Attendant

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Tend boilers that supply steam heat for office or apartment buildings
  - Shovel coal or coke into a firebox
  - Connect fuel oil lines to burners
  - Repair pipelines and replace gauge glasses
  - Read gauges and move controls to maintain specific steam pressure, temperature, and water level in boiler
  - Clean burner
  - Perform maintenance duties

• HOURS OF WORK:

Usually work a 35—40 hour workweek

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local power plant industries for on-thee-job training

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Association of Power Engineers, Inc.
176 West Adams Street
Chicago, Illinois 60603

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Machine Tool/Machine Shop
Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Processing Technology
Building Maintenance

• EDUCATION/TRAINING NEEDED:

On-the-job training [illegible] nal School
Graduation from Approved Sec/Voc Building Maintenance Program
Graduation from Voc/Tech College Program in Heating, Ventilation, Air Conditioning

• SPECIAL REQUIREMENTS:

SOC	7668	DOT	950 382 010
MATRIX	61085602		951 685 010
GOE	05.06.02		951 680 010
CIP	47.0502		951 685 014

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

STATISTICAL CLERK

JOB DESCRIPTION:

These clerks interview people and compile statistical information (numbers that describe things or events) and put them in table form for charts and graphs. They may use adding machines, calculators, or computers. Some help prepare directories, survey findings, medical reports, opinion polls, or census reports. Others compute the amount of electricity used by customers, the amount of gas handled by pipelines, or the amount of money which should be budgeted for projects.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	488	713	TOTAL	225	AVE. RATE	4.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	9		Manufacturing	12.7
CLARMONT	98	4	Trans,Comm,Util	.8
CONCORD	66	4	Finance,Ins,Re	8.5
DOVER	30	2	Services-Other	61.8
KEENE	48	5	Government	16.2
LACONIA	30	2		
LITTLETON	9			
MANCHESTER	96	10		
NASHUA	54	5		
PORTSMOUTH	38	4		
PT. LAW-HAV	9			

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager

SAMPLE PLACES OF WORK:

Banks, savings and loan companies, and other financial institutions

NATIONAL WAGE RANGE:

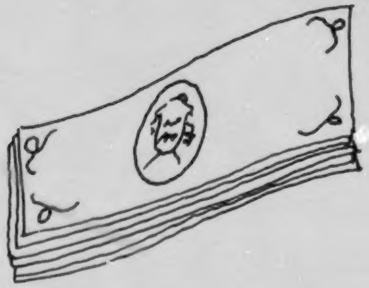
Not available

WORK CONDITIONS:

Inside work
Sit for long periods
Well lighted

RELATED OCCUPATIONS:

Statistical Clerk, Advertising
Chart Clerk
Medical-Record Clerk
Clerk, Telegraph Service
Chart Changer
Survey Worker



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Interview people on topics such as public issues (consumer buying habits).
- Compile names, addresses, and other facts or opinions.
- Arrange information by name, location, sex, or other headings.
- Compute the amount of electricity used by customers and record the amounts used on record.
- Receive checks and cash for deposit.
- Prepare cash for shipment.
- Take home mortgage payments.
- Buy and sell foreign moneys.
- Open accounts in other countries.
- Examine bond coupons to find the date they were issued, the payment date, and the amount due.

- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local financial institutions for on-the-job training
See Appendix B—Accounting
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Statistical Association
806 15th Street, N.W.
Washington, D.C. 20005

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting/Bookkeeping/Recordkeeping
Speech
Statistics
Algebra

- **EDUCATION/TRAINING NEEDED:**

Graduation from Voc/Tech College
Program in Accounting
On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	4794	DOT	216-382-062	221-382-010	ARMY	--	AIR FORCE	69150
MATRIX	40065211		205-367-054	245-362-010	NAVY	9514	MARINES	--
GOE	07.02.03		216-382-066	221-584-010	COAST GUARD	--		
CIP	07.0104							

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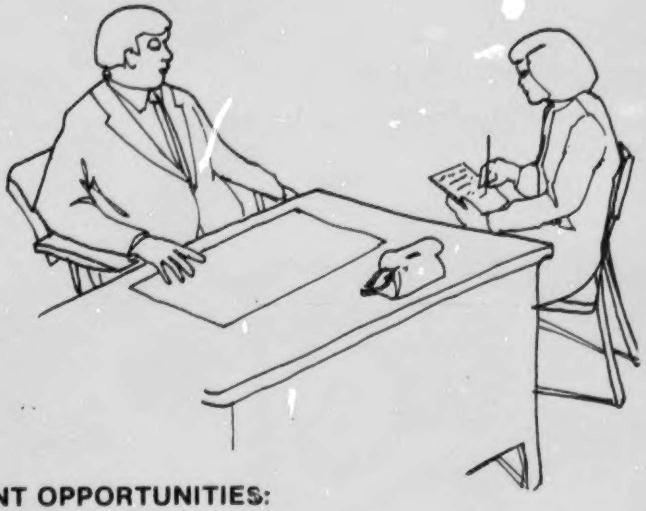
New Hampshire VIEW

Vital Information for Education and Work

STENOGRAPHER

JOB DESCRIPTION:

Stenographers take dictation of letters, reports, and other worded materials. They may take dictation using either shorthand or a stenotype machine that prints symbols as certain keys are pressed. Experienced stenographers can take difficult dictation. For example, they may sit in on meetings or proceedings and later give reports or word-for-word records of what was said. Some specialize in taking dictation in foreign languages. Others work for business people who travel.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	961	1478	**TOTAL**	517	**AVE. RATE**	4.9

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	24	2	Manufacturing	14.2
CLARMONT	33	3	Trans,Comm,Util	.4
CONCORD	365	34	Finance,Ins,Re	9.2
DOVER	31	3	Services-Other	9.9
KEENE	37	4	Government	66.3
LACONIA	106	11		
LITTLETON	19	2		
MANCHESTER	147	15		
NASHUA	96	15		
PORTSMOUTH	73	8		
PT. LAW-HAV	31	4		

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Supervisor
Office Manager

SAMPLE PLACES OF WORK:

Banks
Insurance companies
Government agencies
Doctors', lawyers', and other professional offices

NATIONAL WAGE RANGE:

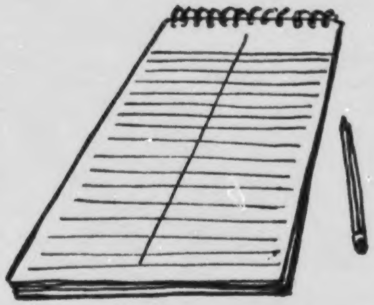
$12,818-$16,872

WORK CONDITIONS:

Clean working conditions
Good lighting
Usually pleasant surroundings

RELATED OCCUPATIONS:

Shorthand Reporter
Stenotype Operator



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Use a shorthand machine to record everything that is said in a meeting.
- Transcribe dictation on a special typewriter that produces punched cards or tape.
- Use a typewriter to transcribe dictated material and prepare metal plates used in an addressing machine.
- Dictate notes into a recording machine for other workers to transcribe.
- Listen to a taped recording and type what is heard.

- **HOURS OF WORK:**

Stenographers work 35-40 hours per week during regular office hours. A few of these jobs may require some travel, but most do not.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:
  See Appendix A
  See Appendix B
  Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Shorthand Reporters Association
118 Park Street, S.E.
Vienna, Virginia 22180

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**
  - Typing
  - Office Practice
  - Secretary and Related Programs
  - Business Math
  - Shorthand

- **EDUCATION/TRAINING NEEDED:**

  Graduation from approved Sec/Voc
  Business & Office Program

  Graduation from Voc/Tech
  Secretarial College Program

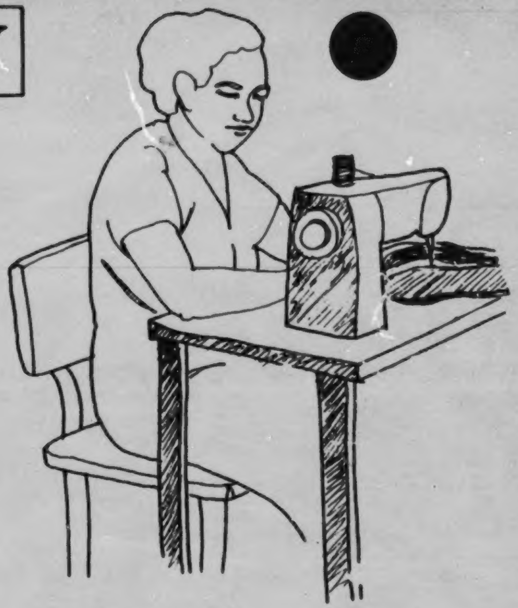
- **SPECIAL REQUIREMENTS:**

SOC	4623	**DOT**	202-362-014
MATRIX	40020401		202-362-010
GOE	07.05.03		202-362-018
CIP	07.0607		

ARMY	71C	**AIR FORCE**	70450
NAVY	YN-2512	**MARINES**	--
COAST GUARD	--		

New Hampshire VIEW

Vital Information for Education and Work



STITCHER, STANDARD MACHINE

JOB DESCRIPTION:

These people operate or tend machines that sew together items such as boots and shoes. They start, stop, and control the speed of a sewing or stitching machine. They thread the machine by placing a spool of thread on the machine spindle and drawing the end of the thread through guides, slots, and needles. They align parts to be stitched, following seams, edges, or markings. They press a pedal or knee control to raise and lower the machine pressure foot and to start and stop the machine. They guide parts under the needle to sew parts of products together.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1106	896	**TOTAL**	-210	**AVE. RATE**	-1.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	4		Manufacturing	100.0
CLARMONT	29			
CONCORD				
DOVER	430	7		
KEENE	23	1		
LACONIA	48	1		
LITTLETON	79	2		
MANCHESTER	260	5		
NASHUA	82	2		
PORTSMOUTH	145	2		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self-employment

SAMPLE PLACES OF WORK:

Boot and shoe manufacturers
Companies that do trimming and embroidery work
Shoe repair shops

NATIONAL WAGE RANGE:

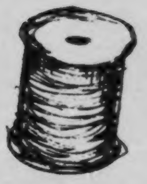
$8.14 per hour (average)

WORK CONDITIONS:

Inside work
Some noise
Much sitting
Some hazards

RELATED OCCUPATIONS:

Carpet Cutter
Pattern Maker
Drapery Operator



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Operate a stitching machine to reinforce shoe parts or attach buckles.
- Place a spool of thread on the machine and draw the end of the thread through guides, slots, and needles.
- Align parts to be stitched, following seams, edges, or markings.
- Position parts under the needle and press a pedal to start the machine.
- Cut excess threads, using scissors or a knife.
- Operate a stitching machine to join or decorate shoe parts.
- Select a prewound bobbin and place it on the spindle.
- Press a knee control to raise or lower the machine pressure foot.
- Guide parts under the needle, following seams, edges, or markings.

- **HOURS OF WORK:**

35-40 hours per week, may require shift work.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local shoe repair shop for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

Shoe Service Institute of America
222 West Adams Street
Chicago, Illinois 60606

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Industrial Arts—Materials & Process Tech.

- **EDUCATION/TRAINING NEEDED:**

Eighth grade education

On-the-job training

- **SPECIAL REQUIREMENTS:**

SOC	7656	**DOT**	690-682-082
MATRIX	61085431		
GOE	06.02.05		
CIP	47.0406		

ARMY **AIR FORCE**
NAVY **MARINES**
COAST GUARD

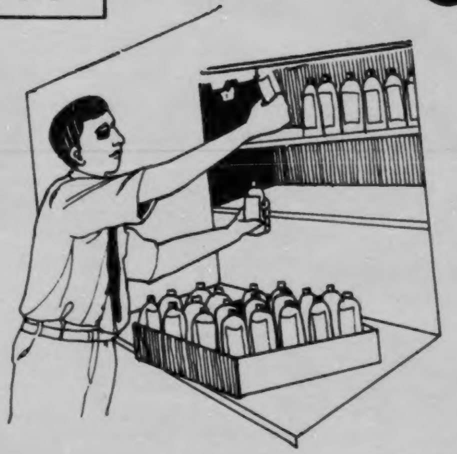
New Hampshire VIEW

Vital Information for Education and Work

STOCK CLERK, STOCKROOM

JOB DESCRIPTION:

Stock and Inventory Clerks receive, unpack, store, and issue goods and merchandise. They control the flow of supplies in and out of stockroom. They report damaged or spoiled goods, keep track of the number of items in storage, and reorder things that are in short supply. They also may check the items for quality and amount, and sometimes make minor repairs or adjustments. Sometimes they label, pack, crate, or address goods for delivery.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	6646	9272	**TOTAL**	2626	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	329	19	Construction	.9
CLARMONT	491	33	Manufacturing	18.4
CONCORD	499	35	Trans,Comm,Util	1.8
DOVER	615	42	Trade,Whol&Ret	73.7
KEENE	421	29	Finance,Ins,Re	.6
LACONIA	502	34	Services-Other	2.4
LITTLETON	155	10	Government	2.2
MANCHESTER	1278	87		
NASHUA	1036	88		
PORTSMOUTH	852	54		
PT. LAW-HAV	569	35		

WORK CONDITIONS:

Inside work
Much walking, bending, and stooping
Some dust and noise

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Office Manager
Clerical Supervisor

SAMPLE PLACES OF WORK:

Factories
Warehouses
Wholesale firms
Retail stores
Airlines
Government agencies
Schools
Hospitals

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

Supply Clerk
Inventory Clerk
Material Clerk

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Compile reports of stock on hand and the kind and amount of items sold.
- Compile information from shipping and receiving papers, orders, contracts, and accounting records.
- Post information to ledgers or other records.
- Order stock as needed.
- Compile records of the amount, kind, and value of goods on hand.
- Prepare reports of inventories, prices, and shortages.
- Obtain parts from the stockroom and give them to workers.
- Copy code numbers onto work-tickets to show where materials are located.
- Direct workers to weigh or count stock and record the amount received.
- Fill customers' mail and phone orders for merchandise.
- Fill orders for sample products for sale workers or customers.
- Receive, store, and issue items such as: ad mats used in printing newspapers; movies, films, slides, and videotapes kept in film library; explosive materials used at a factory, mine, or building project; spare parts used in a repair shop; tools and equipment used in an industrial plant; linens and uniforms kept in supply by a hotel, clinic, or hospital; items kept at a movie studio prop room.

• HOURS OF WORK:

Usually 40 hours per week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local retail/wholesale organizations for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Retail Merchants Association
100 West 31st Street
New York, N.Y. 10001

National Association of Wholesalers-Distributors
1725 K Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Math
Accounting/Bookkeeping/Recordkeeping

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from an approved Sec/Voc
General Marketing Program

• SPECIAL REQUIREMENTS:

SOC	4754	DOT	299-367-014	222-387-042
MATRIX	80002003		219-387-026	222-387-062
GOE	05.09.01		969-367-010	249-367-058
CIP	08.0705		339-687-010	

ARMY	75J	AIR FORCE	64551
NAVY	SK	MARINES	3051
COAST GUARD	CG-SK		

New Hampshire VIEW

Vital Information for Education and Work

SUPERINTENDENT

JOB DESCRIPTION:

These workers direct and coordinate activities concerned with the administration of city, county, or other school systems in accordance with the board of education's standards. They formulate plans and policies for educational programs and submit them to the school board for approval. They also direct preparation and presentation of the school budget.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	307	424	TOTAL	117	AVE. RATE	3.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	14	2	Services-Other	2.7
CLARMONT	48	4	Government	97.3
CONCORD	40	3		
DOVER	11	1		
KEENE	60	5		
LACONIA	11			
LITTLETON	10			
MANCHESTER	23	2		
NASHUA	27	2		
PORTSMOUTH	54	4		
PT. LAW-HAV	9			

ADVANCEMENT OPPORTUNITIES:

Managerial position
Supervisory position

SAMPLE PLACES OF WORK:

City and county school systems
Private educational institutions

NATIONAL WAGE RANGE:

$43,000 average

WORK CONDITIONS:

Work mostly in office
May require evening or weekend work for meetings or
for problems requiring immediate attention

RELATED OCCUPATIONS:

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Submit to the school board plans and policies formulated for educational programs.
- Administer program for selection of school sites.
- Direct preparation and presentation of school budget.
- Determine amount of school bond issues required to finance educational program.
- Address community and civic groups to enlist their support.
- Interprets program and policies of school system to school personnel, to individuals and community groups, and to government agencies.
- Coordinates work of school system with related activities of other school districts and agencies.
- May insure that laws applying to attendance of children at school are enforced.
- Supervise examining, appointing, training, and promotion of teaching personnel.

- **HOURS OF WORK:**

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of School Administrators
110 E. 42nd Street, Room 1510
New York, N.Y. 10017

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Social Studies
Science
Composition
Algebra
Drama
Physics
Chemistry

- **EDUCATION/TRAINING NEEDED:**

Graduation from College Program in Education

- **SPECIAL REQUIREMENTS:**

Certificate for superintendent

SOC 1210
MATRIX 20061699
GOE 11.07.03
CIP 07.0401
DOT 099-117-022

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—223a

New Hampshire VIEW

Vital Information for Education and Work

SUPERVISOR, NON-WORKING, SERVICE

JOB DESCRIPTION:

People in these jobs direct the activities of workers who provide personal services to customers. The workers they supervise may be CADDIES, AIRLINE ATTENDANTS, PORTERS, USHERS, or other service workers. Their work duties differ somewhat, depending on the specific job. SUPERVISORS plan work schedules, explain company policies to workers, and enforce safety and other rules. They resolve work problems and may assist workers, keep work records, order needed materials, and may hire, train, and fire workers.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE	
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	37	2	Construction	8.0
CLARMONT	54	4	Manufacturing	28.7
CONCORD	56	4	Trans, Comm, Util	2.3
DOVER	70	5	Trade, Whol & Ret.	24.0
KEENE	43	3	Finance, Ins, Re.	5.0
LACONIA	44	3	Services—Other	22.8
LITTLETON	18	2	Government	9.2
MANCHESTER	106	8		
NASHUA	80	7		
PORTSMOUTH	66	5		
PT. LAW-HAV	16	2		

ADVANCEMENT OPPORTUNITIES:

Management Position

SAMPLE PLACES OF WORK:

- Barber shops and beauty parlors
- Amusement parks and recreation centers
- Theaters
- Gampling Houses
- Airline companies
- Health clubs
- Golf courses
- Motels and restaurants
- Hospitality houses

NATIONAL WAGE RANGE:

$13,000 – $18,400

WORK CONDITIONS:

A great deal of variation according to job.

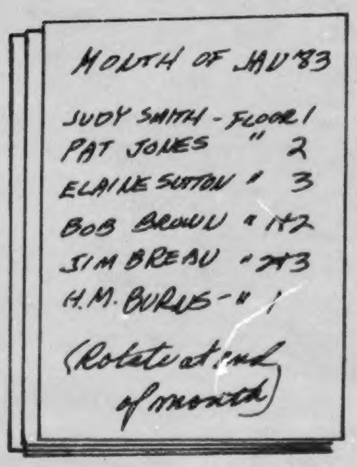
RELATED OCCUPATIONS:

- Baggage Porter, Head
- Manager, Boarding House
- Executive Chef
- Supervisor, Identification & Communications

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Make sure workers are using the right procedures and materials to cut and style customer's hair
- Direct workers to be polite to customers and to keep their work areas neat and clean
- Order equipment and supplies for workers to use
- Settle customer complaints
- Make out work schedules for hotel PORTERS
- Advise workers on what to do when customers make unusual requests
- Hire and train new workers
- Call BELLHOPS to take hotel guests to their rooms
- Inspect workers for neatness and uniform dress
- Train workers to lead exercise sessions in a health club
- Prepare contract forms for patrons to obtain health club services
- Assign CADDIES to golfers
- Train workers who tend rides at an amusement park
- Supervise workers who deal cards in a gambling house
- Explain gambling rules to patrons
- Keep records of workers' time
- Evaluate workers' performance
- Supervise workers who store guests' coats, hats,
- and other personal items in a checkroom



MONTH OF JAN '83

JUDY SMITH - FLOOR 1
PAT JONES " 2
ELAINE SUTTON " 3
BOB BROWN " 1&2
JIM BREAU " 2&3
H.M. BURNS - " 1

(Rotate at end of month)

• HOURS OF WORK:

40 hour week may require shift work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Local, State, and National Law Enforcement Agency
Civil Service Commission

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Food, Prod. Management Service
Business Dynamics
Vocational Office Occupation
General Merchandising

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Home
Home Economics Related Occupations Program

Graduation from Voc/Tech College Program
in Marketing Management

• SPECIAL REQUIREMENTS:

SOC 5251
MATRIX 70101401
GOE 11.11.04
CIP 20.04.06
DOT 319-137-022

ARMY 446
NAVY HT-4952
COAST GUARD AM
AIR FORCE 42154
MARINES 1316

VIEW SCRIPT—224a

New Hampshire VIEW

Vital Information for Education and Work

SUPERVISOR, NON WORKING

JOB DESCRIPTION:

These people supervise workers who do production, processing, finishing, or repair work. They study schedules and determine the workers and equipment needed for assignments. They interpret company policies, and job orders to workers and assign duties. They determine work procedures and schedules, enforce rules, and solve difficult work problems. Theyy may hire, train, and discharge workers. They keep work records and may order needed materials and equipment.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979 5745	1990 7682	TOTAL 1937	AVE. RATE 3.1
LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	268	10	Construction	6.9
CLARMONT	315	19	Manufacturing	62.4
CONCORD	583	34	Trans, Comm, Util	15.0
DOVER	583	33	Trade, Whol & Ret.	7.3
KEENE	422	25	Finance, Ins, Re.	.2
LACONIA	504	33	Services—Other	2.5
LITTLETON	134	7	Government	5.6
MANCHESTER	1133	60		
NASHUA	1005	84		
PORTSMOUTH	628	34		
PT. LAW-HAV	172	19		

ADVANCEMENT OPPORTUNITIES:

Management Position

SAMPLE PLACES OF WORK:

- Companies
- Business
- Petrolium refineries
- Woodworking shops
- Foundries
- Any Industry

NATIONAL WAGE RANGE:

$13,350 – $24,500

WORK CONDITIONS:

Indoors, may have a high noise level, stressful at times

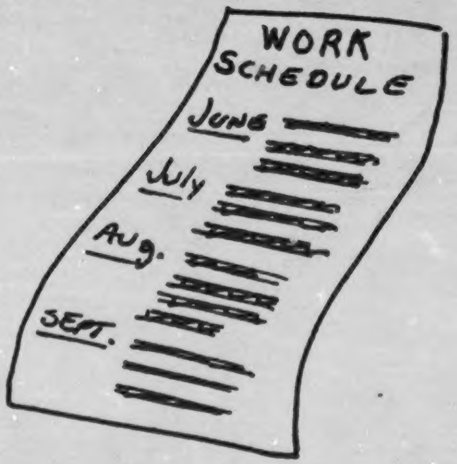
RELATED OCCUPATIONS:

Supervisor Non-working, Service

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Determine the order in which work should be done in order to provide quick service and to regulate the workload
- Order materials and supplies
- Assign new workers to experienced workers for training
- Review production and accounting records to determine the costs of different operations
- Plan work schedules and issue order to workers
- Inspect work to see if instructions were followed
- Use precision instruments to check finished work
- Investigate customer complaints
- Talk with workers to resolve problems, complaints, and grievances
- Prepare budget, inventory, and worker evaluation reports
- Recommend that workers be hired, promoted, or fired



• HOURS OF WORK:

40 hour week may require shift and weekend work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Guidance Counselor

See Appendix B
See Appendix C

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Vocational Office Practice

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program in Industrial Supervision
Graduation from Transportation/Traffic Management College Program

WHERE TO GET FURTHER INFORMATION:

American Management Association
135 West 50th Street
New York, NY 10020

• SPECIAL REQUIREMENTS:

SOC 670
MATRIX 5004003
GOE 06.02.01
CIP 01.04.03

DOT 558-131-022

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

VIEW SCRIPT—225a

New Hampshire VIEW

Vital Information for Education and Work

SURVEYOR

JOB DESCRIPTION:

These workers survey land and underwater areas to compile information used for mapping oil or mineral deposits or for building structures. They use surveying instruments to locate and compute the dimensions of land formations. They determine and record information, such as the exact elevation of land areas. Some specialize in locating and marking land formations on maps. They also may spend much of their time in an office, planning surveys, preparing reports and computations, and drawing maps.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	175	251	**TOTAL**	76	**AVE. RATE**	3.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Construction	21.2
CLARMONT	14	2	Trans,Comm,Util	4.1
CONCORD	21	2	Finance,Ins,Re	2.6
DOVER	5		Services-Other	59.6
KEENE	7		Government	12.4
LACONIA	17	2		
LITTLETON	4			
MANCHESTER	25	2		
NASHUA	19	2		
PORTSMOUTH	49	1		
PT. LAW-HAV	11	1		

WORK CONDITIONS:

Outside work in most weather conditions
Occasionally must commute long distances
Much standing and walking

ADVANCEMENT OPPORTUNITIES:

Party chief
Licensed surveyor

SAMPLE PLACES OF WORK:

Construction companies
Surveying firms
Public utilities
Petroleum and natural gas companies
State and local government agencies
Engineering or architectural consulting firms
Federal government agencies

NATIONAL WAGE RANGE:

$9,000-$22,700

RELATED OCCUPATIONS:

Field Map Editor
Photogrammetrist
Geodetic Computer
Mosaicist
Map Editor
Photogrammetric Engineer

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Use precision instruments to compute the dimensions and locations of land formations.
- Locate and mark places where oil deposits are likely to be found.
- Compile information for use in building piers and other marine structures.
- Determine shorelines and the elevations of land areas below the water.
- Survey mine sites to collect information for use in planning mining activities.
- Take instrument readings of the sun or stars to determine mine locations.
- Direct workers in the use of surveying equipment.
- Compute information used for building underground passages.
- Draw maps of mine working.
- Study the size, shape, and gravity of the earth.
- Use survey instruments, such as transits, to locate and mark land formations on maps.

• HOURS OF WORK:

Surveyors usually work an 8-hour day, 5 days a week. Sometimes they work longer hours during the summer months when weather conditions are most suitable for surveying.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B

Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Congress on Surveying/Mapping
210 Little Falls Street
Falls Church, Virginia 22046

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Algebra, geometry, trigonometry
Drafting
Mechanical drawing
Industrial Arts—Visual
Communications Technology

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech
College Program in Natural
Resources Management

• SPECIAL REQUIREMENTS:

Licensing—some states

SOC	1649	DOT	018-167-050	018-262-010
MATRIX	10081601		018-261-022	018-261-026
GOE	05.03.01		018-261-018	018-167-010
CIP	15.0203		018-167-014	018-167-018

ARMY
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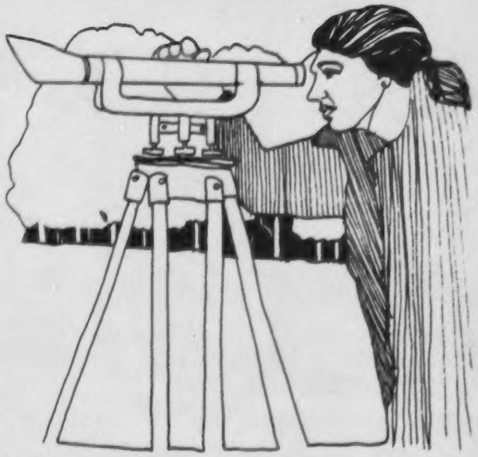
AIR FORCE
MARINES

VIEW SCRIPT—226a

New Hampshire VIEW

Vital Information for Education and Work

SURVEYOR HELPER



JOB DESCRIPTION:

Surveyor's helpers work with survey crews to measure land or water areas and collect information for maps and charts. They do much of the physical work involved in surveying. They clean brush and debris from survey lines, and carry tools and equipment from place to place. They also measure distances between survey points, and hold and move rods or targets so that survey workers can sight in on them.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	144	238	**TOTAL**	94	**AVE. RATE**	5.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	4		
CLARMONT	16	2	
CONCORD	17	2	
DOVER	5		
KEENE	7		
LACONIA	12	2	
LITTLETON	3		
MANCHESTER	23	3	
NASHUA	21	2	
PORTSMOUTH	23	2	
PT. LAW-HAV	13	2	

WORK CONDITIONS:

Outside work
Active and strenuous work
Stand or walk for long periods in all types of weather

ADVANCEMENT OPPORTUNITIES:

May acquire skill on the job and advance to:
Surveyor
Surveyor Technician

SAMPLE PLACES OF WORK:

Government agencies, such as the U.S. Geological Survey, the Bureau of Land Management, or the U.S. Forest Service
Construction companies
Engineering and architectural firms
Surveying companies
State and local agencies

RELATED OCCUPATIONS:

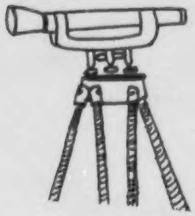
Surveying Technician

NATIONAL WAGE RANGE:

Not available

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**



- Hold levels or rods so surveyors can figure out the elevation of land.
- Lay out stakes for a mining or mapmaking survey.
- Call out instrument readings.
- Measure distances between points, using a steel tape.
- Mark measuring points with a marking crayon.
- Use a hammer or hatchet to drive stakes into the ground.
- Cut and clear brush and trees from the line of a survey.
- Measure the depth of water at points along a waterway.
- Use a lead-weighted line to mark the depth of water.

- **HOURS OF WORK:**

Hours may vary depending on job and location of worksite.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local surveying company for on-the-job training
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Congress on Surveying and Mapping
210 Little Falls Street
Falls Church, Virginia 22046

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Algebra
Geometry
Trigonomitry

- **EDUCATION/TRAINING NEEDED:**

On-the-job Training

- **SPECIAL REQUIREMENTS:**

SOC	8646	DOT	869-567-010
MATRIX	61081001		
GOE	05.12.02		
CIP	15.0201		

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

914

915

New Hampshire VIEW
Vital Information for Education and Work

SWITCHBOARD OPERATOR/RECEPTIONIST

JOB DESCRIPTION:

These people operate telephone switchboards to connect callers. They listen with headsets and use pushbuttons, dials, or special plugs to connect phone lines. Most work in telephone central offices or large businesses. A few work in police stations, military bases, telegraph offices, airports, or operator training centers. Those who work in telephone offices help callers reverse charges, find phone numbers, arrange conference calls, and contact help in an emergency. They also record billing information for calls made.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1466	2164	TOTAL	698	AVE. RATE	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	57	5	Construction	.9
CLARMONT	127	11	Manufacturing	17.6
CONCORD	184	15	Trans,Comm,Util	16.0
DOVER	148	15	Trade,Whol&Ret	18.7
KEENE	146	12	Finance,Ins,Re	7.9
LACONIA	151	13	Services-Other	32.6
LITTLETON	51	4	Government	6.3
MANCHESTER	465	42		
NASHUA	267	24		
PORTSMOUTH	169	16		
PT. LAW-HAV	45	5		

WORK CONDITIONS:

Work in pleasant, well-lighted, air-conditioned surroundings
Requires little physical exertion, however during busy calling periods, pace may be hectic

ADVANCEMENT OPPORTUNITIES:

Chief Operator
Service Assistant Instructor

SAMPLE PLACES OF WORK:

- Telephone and telegraph companies
- Manufacturing firms
- Hospitals
- Department stores
- Military services
- Airports
- Government agencies
- Police stations

NATIONAL WAGE RANGE:

$7.23-$11.73 per hour

RELATED OCCUPATIONS:

- Telephone Operator
- Communication-Center Operator
- Telephone-Answering-Service Operator

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Operate switchboard to put through long-distance calls.
- Watch signal lights, plug cords into a trunk-jack, and press buttons to connect callers.
- Put tickets into time-stamping devices to record the times that toll calls were made.
- Look at charts to figure out the charges for pay-phone calls.
- Send messages on private telegraph wires or phones.
- Receive and send police messages.
- Call for ambulances or fire trucks, when requested.
- Operate the communication system at an airport.
- Look up phone numbers for callers.
- Put through calls between offices in a business center.

• HOURS OF WORK:

Many telephone company and business operators work between 35 and 40 hours a week, ofter during regular office hours. Where phone service is needed on a 24-hour basis they often work shifts, split shifts, and on holidays and weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local telephone company for on-the-job training
See Appendix A
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

U.S. Independent Telephone Association
1801 K Street, N.W., Suite 1201
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Speech
Office Practices
Typing, General Office Related
Occupations (General)
Communication Systems Operation

• EDUCATION/TRAINING NEEDED:

On-the-job training

Graduation from approved
Sec/Voc Communication
Systems Program

• SPECIAL REQUIREMENTS:

SOC	4732	DOT	235-562-014
MATRIX	40066201		235-662-022
GOE	07.04.05		235-662-014
CIP	07.0707		235-662-026

918

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

919

New Hampshire VIEW

Vital Information for Education and Work

SYSTEMS ANALYST, ELECTRONIC DATA PROCESSING

JOB DESCRIPTION:

Systems analysts plan ways to use computers to solve scientific, engineering, and business problems. They determine what data must be collected, the equipment needed for computations, and the steps to be followed in processing the information. Once a computer system has been developed, they prepare charts and diagrams that describe its operation. They also may prepare reports to help clients understand the proposed systems.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	472	718	**TOTAL**	246	**AVE. RATE**	5.2

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	8		Construction	.1
CLARMONT	25	2	Manufacturing	41.7
CONCORD	69	4	Trans,Comm,Util	1.1
DOVER	37	1	Trade,Whol&Ret	18.8
KEENE	29	1	Finance,Ins,Re	8.9
LACONIA	32	1	Services-Other	17.6
LITTLETON	9		Government	10.9
MANCHESTER	114	6		
NASHUA	96	7		
PORTSMOUTH	32	2		
PT. LAW-HAV	20	1		

ADVANCEMENT OPPORTUNITIES:

Managerial positions

SAMPLE PLACES OF WORK:

Manufacturing firms
Banks
Insurance companies
Data processing service organizations
Wholesale and retail businesses
Government agencies

NATIONAL WAGE RANGE:

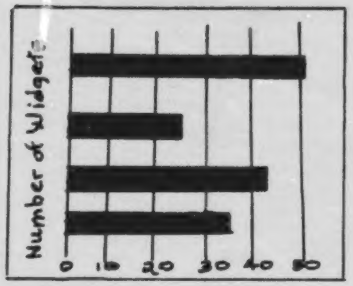
$200-$490 weekly

WORK CONDITIONS:

Clean environment
Work will vary depending upon project, both duties and hours

RELATED OCCUPATIONS:

Information Scientist
Computer Applications Engineer
Engineering Analyst



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Study business procedures and problems and write computer programs that describe them.
- Talk with the staff of an organization to find out what information they need.
- Study ways information is handled in an office.
- Develop new systems to improve production or workflow.
- Prepare descriptions of the math operations to be performed by computers.
- Prepare descriptions of the work performed by computer operators.
- Write technical reports and manuals that describe computer systems.

- **HOURS OF WORK:**

Systems analysts usually work about 40 hours a week. Occasional evening or weekend work may be required to complete emergency projects.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix B
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Information Processing Societies
1815 North Lynn Street
Arlington, Virginia 22209

Association for Systems Management
24587 Baley Road
Cleveland, Ohio 44138

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**
  Accounting/Bookkeeping/Recordkeeping
  Business Dynamics
  Computer Science
  Algebra
  Typing
  Vocational Office Occupations
- **EDUCATION/TRAINING NEEDED:**
  Graduation from Voc/Tech College
  Program in Computer Information Systems

  Graduation from Computer Science
  College Program
- **SPECIAL REQUIREMENTS:**

SOC	1719	**DOT**	012-167-066
MATRIX	10160401		109-067-010
GOE	11.01.01		020-067-010
CIP	07.0306		020-062-010

ARMY	51132	**AIR FORCE**	73223
NAVY	9982	**MARINES**	--
COAST GUARD	74F		

VIEW SCRIPT—229a

NewHampshire VIEW

Vital Information for Education and Work

TAX EXAMINER, COLLECTOR

JOB DESCRIPTION:

These workers audit financial records to determine tax liability. They review the most complicated taxpayer accounts. Their job includes reviewing information gathered from the taxpayer, identifying potential tax issues, determining the nature and direction of the investigation required, determining tax liability, preparing a written explanation of findings to notify taxpayer of tax liability, advising taxpayer of appeal rights, etc.

INTERNAL
REVENUE
ICE

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	315	439	**TOTAL**	124	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	17	2	Government	100.0
CLARMONT	15	2		
CONCORD	32	2		
DOVER	28	2		
KEENE	17	2		
LACONIA	31	2		
LITTLETON	9			
MANCHESTER	64	4		
NASHUA	40	2		
PORTSMOUTH	55	4		
PT. LAW-HAV	6			

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Federal government agencies
State and local government agencies

NATIONAL WAGE RANGE:

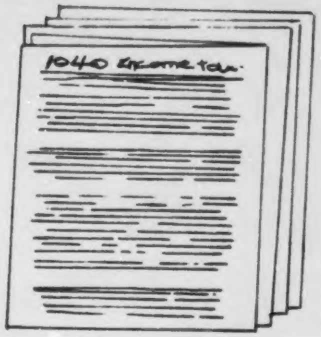
$12,300-$50,000

WORK CONDITIONS:

Inside work
May require sitting for long periods

RELATED OCCUPATIONS:

Revenue Agent



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Review information gathered from taxpayer, such as material assets, income, surpluses, liabilities, etc.
- Verify net worth or reported financial status of taxpayer.
- Identify potential tax issues.
- Analyze issues to determine nature, scope, and direction of investigation required.
- Develop and evaluate evidence of taxpayer finances to determine tax liability.
- Prepare written explanation of findings to notify taxpayer of tax liability.
- Advise taxpayer of appeal rights.

- **HOURS OF WORK:**

Usually standard 40 hour work week.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C—Administration/Business
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Tax Association
21 East State Street
Columbus, Ohio 43215

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Accounting/Bookkeeping/Recordkeeping
Algebra
Business Law
Composition
Science

- **EDUCATION/TRAINING NEEDED:**

Graduation from College Program in
Business Administration

- **SPECIAL REQUIREMENTS:**

Some states require certification

SOC	1473	DOT	160-167-050
MATRIX	10240203		
GOE	11.06.01		
CIP	07.0102		

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VIEW SCRIPT–230a

New Hampshire VIEW

Vital Information for Education and Work

TAXI DRIVER

JOB DESCRIPTION:

People in these jobs drive taxis. They may work for themselves or for a company. They may drive passengers around a city, to the airport, or to another city. They may make minor repairs to vehicles and keep records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	253	273	**TOTAL**	20	**AVE. RATE**	.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	3		Trans,Comm,Util	100.0
CLARMONT	11	1		
CONCORD	34	1		
DOVER	38	2		
KEENE	11	1		
LACONIA	28	1		
LITTLETON	4			
MANCHESTER	63	4		
NASHUA	27	1		
PORTSMOUTH	30	1		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Self-employment
Dispatcher

SAMPLE PLACES OF WORK:

Taxicab companies
Self-employed

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Work in all kinds of weather
Some hazards
Sit for long periods
May do shift work

RELATED OCCUPATIONS:

Commercial Bus Driver
Truck Driver
Transit Operator
Ambulance Driver
Parking Lot Attendant
Chauffeur

923

929

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**
  - Help passengers get into and out of a car.
  - Make minor repairs to a car.
  - Drive a taxicab to transport passengers for a fee.
  - Use a car radio to send and receive messages.
  - College fees recorded on a taxi meter.
  - Drive visitors to places they want to see.

- **HOURS OF WORK:**

Many workers in these jobs drive during the evening, on weekends and holidays.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local taxicab association for on-the-job training
Local guidance counselor

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Industrial Arts—Energy & Power Technology
Drivers Training
Psychology

- **EDUCATION/TRAINING NEEDED:**

High School Education
On-the-job training

- **SPECIAL REQUIREMENTS:**

Chauffeur's license
May require bond

WHERE TO GET FURTHER INFORMATION:

International Taxicab Association
222 Wisconsin Avenue
Lake Forest, Illinois 60045

SOC	8216	DOT	913-463-018
MATRIX	62002004		
GOE	09.03.02		
CIP	49.0205		

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New Hampshire VIEW

Vital Information for Education and Work

TEACHER AIDE

JOB DESCRIPTION:

Teacher aides help teachers with teaching and nonteaching activities. They do such things as listen to students read, help students find information, and prepare special classroom projects. They also grade papers, check homework, and keep health and attendance records. Some may type, file, and copy materials for teachers to use. They may also prepare teaching materials, set up equipment, and supervise students during lunch and recess.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1561	2208	**TOTAL**	647	**AVE. RATE**	3.8

LOCATIONS OF JOBS **LABOR MARKET AREA**	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	113	7	Services-Other	13.8
CLARMONT	139	9	Government	86.2
CONCORD	133	10		
DOVER	123	9		
KEENE	99	6		
LACONIA	98	7		
LITTLETON	46	3		
MANCHESTER	272	19		
NASHUA	217	14		
PORTSMOUTH	236	16		
PT. LAW-HAV	85	6		

ADVANCEMENT OPPORTUNITIES:

Limited without further education

SAMPLE PLACES OF WORK:

Public and private elementary and secondary schools

NATIONAL WAGE RANGE:

$4.30-$4.50
Varies by region

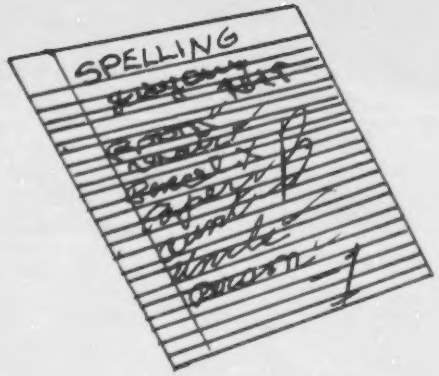
WORK CONDITIONS:

Both inside and outside work
Fairly clean surroundings
Noisy playground

RELATED OCCUPATIONS:

Grading Clerk
Kindergarten Teacher
Preschool Teacher
Secondary School Teacher
Primer School Teacher
Nursery School Attendant

MORE ABOUT THE JOB:



- **SAMPLE WORK ACTIVITIES:**

- Use an electric marking machine to grade papers.
- Compute grades for tests.
- Average test grades to compute students' grades for a course.
- Call the roll and prepare attendance.
- Use answer sheets to grade homework.
- Pass out workbooks, pencils, and other materials to students.
- Keep order in the library and halls.
- Set up and operate equipment such as slide and film projectors.
- Collect money and keep records.

- **HOURS OF WORK:**

Teacher aides may work on a full-time or part-time basis. They usually work during the 10-month period when schools are in session.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local school district
See Appendix A
Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Allied Health Occupations
Child Care and Services
Science

- **EDUCATION/TRAINING NEEDED:**

High School Education
Graduation from Approved Sec/Voc
Child Care Services Program
Graduation from Voc/Tech College
Program in Interpreter Tutoring
in Specific Skills Training

- **SPECIAL REQUIREMENTS:**

SOC	4795	DOT	249-367-074
MATRIX	40065601		099-327-010
GOE	07.01.02		219-467-010
CIP	20.0205		

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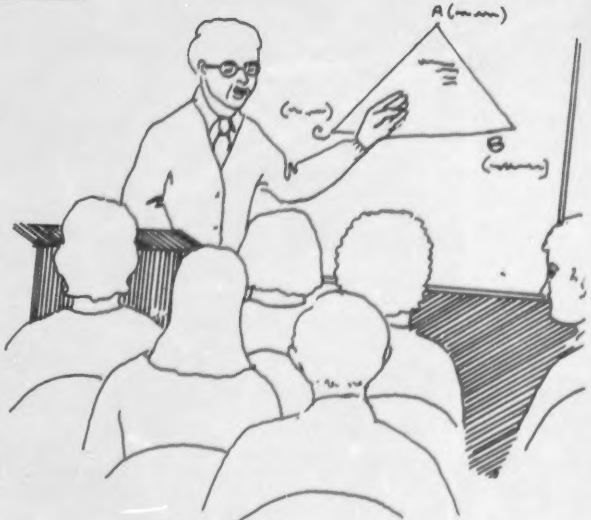
New Hampshire VIEW
Vital Information for Education and Work

TEACHER, COLLEGE, JUNIOR COLLEGE

JOB DESCRIPTION:

These people teach special, academic, job-related, and other courses. They prepare and give lectures and may conduct seminars or lab sessions. They lead class discussions and prepare, give, and grade exams. They may teach any one of a variety of popular courses, such as consumer education, home management, foreign language, art, music, or woodworking. They teach job-related skills. They also may advise students in career and related matters. Some act as heads of departments.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	328	391	TOTAL	63	AVE. RATE	1.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Services-Other	16.9
CLARMONT	60	2	Government	83.1
CONCORD	99	2		
DOVER	94	4		
KEENE	50	1		
LACONIA	56			
LITTLETON	8			
MANCHESTER	83	3		
NASHUA	35	2		
PORTSMOUTH	25	2		
PT. LAW-HAV				

ADVANCEMENT OPPORTUNITIES:

Division Chairman
Dean of Instruction

SAMPLE PLACES OF WORK:

Junior colleges
Technical institutes
Federal, state, and local government agencies
Industrial plants and commercial businesses

NATIONAL WAGE RANGE:

Salary varies state to state
$15,179 for beginning instructors is average

WORK CONDITIONS:

Considerable time standing and talking
Can be physically and mentally tiring
Deal constantly with people

RELATED OCCUPATIONS:

Extension Work Instructor
Physical Education Instructor
Military Science Instructor

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MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Teach courses in a subject area such as economics, chemistry, medicine, or philosophy.
- Prepare and deliver lectures.
- Compile lists of reading materials for students to use.
- Lead class discussions.
- Prepare, give, and grade exams.
- Do consulting work for government or industry.
- Arrange class schedules.
- Conduct a consumer education program for a food, textile, or utility company.
- Instruct farmers in farm management techniques.
- Teach gymnastics in a private health club or gym.
- Teach vocational subjects.
- Teach foreign languages or other subject matter to children in private homes.
- Plan the course of study for students enrolled in correspondence courses.
- Instruct people in the techniques of modeling.
- Instruct pupils in painting and sculpturing.
- Teach acting principles and techniques.
- Teach instrumental or vocal music in school.
- Instruct pupils in ballet, modern, and other forms of dancing.
- Teach sport activity at a recreational facility or school.
- Conduct a training program for employees of a business, service, or government concern.

• HOURS OF WORK:

College faculty members generally have flexible schedules. Some courses are taught during the evenings or on weekends. Some work part-time.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Speech
Science—Natural/Social
Algebra
Chemistry
Physics
History

• EDUCATION/TRAINING NEEDED:

Graduation from College Program in Education

WHERE TO GET FURTHER INFORMATION:

The College Placement Council, Inc.
Box 2263
Bethlehem, Pennsylvania 18001

• SPECIAL REQUIREMENTS:

SOC	2390	DOT	090-227-018	ARMY	AIR FORCE
MATRIX	10202002		099-227-022	NAVY	MARINES
GOE	11.02.01		099-224-010	COAST GUARD	
CIP	13.0201				

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NewHampshire VIEW

Vital Information for Education and Work

TEACHER, ELEMENTARY

JOB DESCRIPTION:

These TEACHERS work in grade schools. They teach the basic concepts of math, language, science, social studies, and other subjects. They try to provide a sound background for studies in the higher grades. They also try to teach good study habits and respect for learning. They also arrange trips, speakers, and class projects. Some teach special subjects such as music, art, or gym skills. They also attend school meetings, plan courses, grade papers, and supervise after-school activities.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	6659	9086	**TOTAL**	2427	**AVE. RATE**	3.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	269	22	Services-Other	4.6
CLARMONT	449	38	Government	95.4
CONCORD	655	54		
DOVER	696	59		
KEENE	481	41		
LACONIA	523	45		
LITTLETON	334	29		
MANCHESTER	973	81		
NASHUA	975	81		
PORTSMOUTH	882	63		
PT. LAW-HAV	421	35		

ADVANCEMENT OPPORTUNITIES:

School Librarian
Reading Specialist
Principal

SAMPLE PLACES OF WORK:

Public and private elementary or grade schools and middle schools

NATIONAL WAGE RANGE:

$17,725
Average

WORK CONDITIONS:

Inside work, sometimes outside
Few hazards
May be both physically and mentally tiring

RELATED OCCUPATIONS:

- Teacher, Preschool
- Teacher, Deaf
- Educational Therapist
- Teacher, Mentally Retarded
- Teacher, Physical Education

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Prepare outlines for courses of study.
- Present lectures to teach subject matter such as math, science, and health.
- Show students how to add, subtract, multiply, and divide numbers.
- Use slides, films, and recordings to help present lessons.
- Prepare, give, and correct tests and keep grade records.
- Assign lessons, correct papers, and listen to oral presentations.
- Keep order in the classroom and on the playground.
- Counsel students who have problems with subject matter or behavior.
- Meet with parents to discuss students' problems and to suggest ways to help them.
- Keep attendance records.

• HOURS OF WORK:

Most TEACHERS work well over 40 hours a week. Most ELEMENTARY SCHOOL TEACHERS work 10 months a year.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

History	Science
Art	Allied Health Occupations
Speech	Music
Psychology	Drama

• EDUCATION/TRAINING NEEDED:

Graudation from College Program
in Elementary Education

• SPECIAL REQUIREMENTS:

Certification

SOC	2300	DOT	092-227-018	092-227-014	ARMY	AIR FORCE
MATRIX	10204000		094-227-018	094-227-022	NAVY	MARINES
GOE	10.02.03		094-227-014	099-224-010	COAST GUARD	
CIP	12.1204		094-227-010	092-227-010		

New Hampshire VIEW
Vital Information for Education and Work

TEACHER, PRESCHOOL/KINDERGARTEN

JOB DESCRIPTION:

People in these jobs teach preschool and kindergarten aged children. They provide learning activities to help these children develop the physical, mental, and social skills they will need when they enter school. They conduct lessons in social skills through games and group projects. They also teach simple principles of science, math, health, and language. Besides teaching, they watch children for signs of problems, illness, and progress. They meet with parents to discuss their children's problems and progress.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	193	353	**TOTAL**	160	**AVE. RATE**	7.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	13	2	Services-Other	97.9
CLARMONT	11	2	Government	2.1
CONCORD	14	2		
DOVER	28	4		
KEENE	12	2		
LACONIA	17	2		
LITTLETON	7	1		
MANCHESTER	30	4		
NASHUA	32	4		
PORTSMOUTH	21	3		
PT. LAW-HAV	9	1		

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Administrative position

SAMPLE PLACES OF WORK:

Elementary schools
Day-care centers
Early childhood education centers
Child development centers
Nursery schools
Kindergartens

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

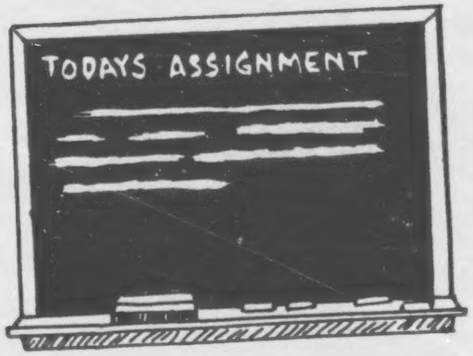
Much standing, walking, kneeling, etc.
Work indoors and outdoors
Some lifting

RELATED OCCUPATIONS:

Elementary School Teacher
Physical Education Instructor
Educational Therapist
Teacher for the Blind
Teacher for the Deaf
Teacher for Handicapped or Mentally Retarded Students

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:



- Plan individual and group activities for young children, according to the ages.
- Teach simple lessons in natural science, personal health, music, to 4-6 year-old children.
- Plan and conduct field trips and group discussions.
- Encourage children in singing and dancing activities and in the use of art materials.
- Instruct children in personal cleanliness and self-care.
- Plan and conduct rest periods to prevent children from becoming overtired.

• HOURS OF WORK:

PREKINDERGARTEN AND KINDERGARTEN TEACHERS may work 9 or 10 months of the year and be off in the summer.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Child Care Service
History
Science
Social Studies
Allied Health
Drama

• EDUCATION/TRAINING NEEDED:

Graduation from College Program in Education

• SPECIAL REQUIREMENTS:

Certification

SOC	2320	DOT	092-227-010	094-227-018	ARMY	AIR FORCE
MATRIX	10203000		092-227-014	094-227-014	NAVY	MARINES
GOE	11.02.01		092-227-018		COAST GUARD	
CIP	13.1205					

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New Hampshire VIEW

Vital Information for Education and Work

TEACHER, SECONDARY SCHOOL

JOB DESCRIPTION:

These teachers work in middle, junior high, and high schools. They instruct students in specific subjects such as English, math, social studies, or science. Some teach courses to prepare students for specific jobs. They often teach a number of courses within a subject area. They develop teaching plans, prepare and give exams, and arrange class projects. They often use films, slides, computer terminals, and other equipment in conducting classes. They also supervise study halls and homerooms and attend school meetings.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	5437	7269	**TOTAL**	1832	**AVE. RATE**	3.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	250	17	Services-Other	12.9
CLARMONT	399	24	Government	87.1
CONCORD	416	23		
DOVER	428	27		
KEENE	365	24		
LACONIA	596	34		
LITTLETON	23	1		
MANCHESTER	1150	67		
NASHUA	1054	65		
PORTSMOUTH	434	29		
PT. LAW-HAV	323	22		

ADVANCEMENT OPPORTUNITIES:

School librarian
Reading specialist
Curriculum specialist
Guidance specialist
Principal

SAMPLE PLACES OF WORK:

Public school systems
Private schools
Military academies

NATIONAL WAGE RANGE:

$17,725 Average

WORK CONDITIONS:

Considerable time standing and talking
Can be physically and mentally tiring
Deal constantly with people

RELATED OCCUPATIONS:

Educational Therapist
Military Science Instructor
Teacher specialties such as: Physical Education, for deaf students, for handicapped students, for the blind
Industrial Arts

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Use slides, films, and tape recordings to teach lessons.
- Prepare outlines for different courses of study.
- Prepare and give lectures.
- Plan and conduct lab experiments.
- Compute the average grades of students in a class.
- Show students how to safely use woodworking machines and other shop equipment.
- Assign lessons and correct homework papers.
- Give and grade tests and issue grade reports.
- Talk to parents about their children's behavior in class.
- Help students plan a school prom.
- Advise students about their courses of study.
- Keep order in the lunchroom.
- Attend teacher training workshops.

• HOURS OF WORK:

Most teachers work well over 40 hours a week, but for only 10 months a year, having 2 months off in the summer.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

Local or state affiliates of the National Education Association

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

College Preparatory courses including:

algebra
history
social studies
chemistry
physics

• EDUCATION/TRAINING NEEDED:

Graduation from Education
College Program

• SPECIAL REQUIREMENTS:

Certification

SOC	2330	DOT	091-227-010	094-227-022
MATRIX	10205001		099-227-022	099-224-010
GOE	11.02.01		094-224-010	094-227-018
CIP	13.1205		094-227-014	094-227-010

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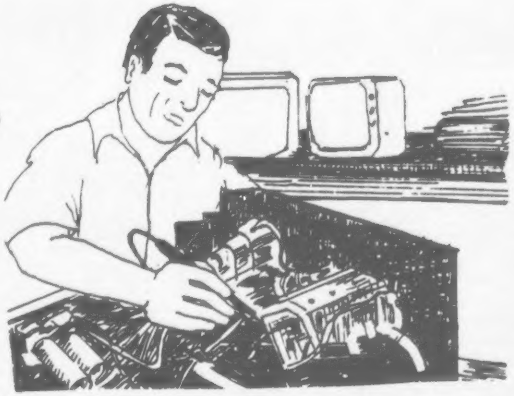
New Hampshire VIEW

Vital Information for Education and Work

TELEVISION SERVICER



JOB DESCRIPTION:

These workers repair and service TV sets. They talk with customers to find out what is wrong and check for common problems such as loose connections. They sometimes use wiring diagrams and service manuals to see how to locate and solve problems. They use test equipment such as volt meters and handtools such as pliers, soldering irons, and wire cutters.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	170	234	**TOTAL**	64	**AVE. RATE**	3.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	5		
CLARMONT	12		
CONCORD	10		
DOVER	17		
KEENE	12	1	
LACONIA	10		
LITTLETON	2		
MANCHESTER	43	3	
NASHUA	32	2	
PORTSMOUTH	17	1	
PT. LAW-HAV	10		

WORK CONDITIONS:

Both inside and outside work
Subject to injuries from hand tools
Travel may be required to make repairs and installations

ADVANCEMENT OPPORTUNITIES:

Supervisory Position
Self Employment
Service Manager

SAMPLE PLACES OF WORK:

Customer's homes
TV repair shops
Shops and stores that sell and service TV sets

NATIONAL WAGE RANGE:

$230 – $400 weekly

RELATED OCCUPATIONS:

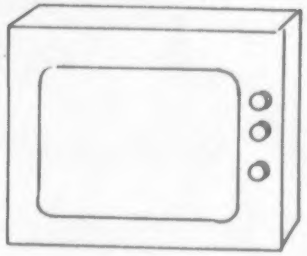
Tape Recorder Repairer
Radio Repairer
Production Repairer

VIEW SCRIPT—236b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Test wiring, tubes, and other parts of a television
- Solder loose parts together
- Use handtools to replace television parts
- Take apart a TV set and replace worn switches and tubes
- Use a volt meter to test TV circuits
- Install and adjust TV sets and antennas
- Drill holes in buildings to make openings for TV antenna lines
- Install a lightning rod on a TV lead-in wire



• HOURS OF WORK:

Usually a standard 40 hour workweek. May work part-time

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Locals of the International Brotherhood of
Electronic Workers Union for Apprenticeship
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Association of Television and
Electronic Services of America
5930 S. Puloski Street
Chicago, Illinois 60629

Electronics Industries Association
2001 Eye Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy & Power Technology
Industrial Arts—Visual Communication Technology
Communication Electronics
Physics

• EDUCATION/TRAINING NEEDED:

Graduation from approved
Sec/Voc Mechanics & Repairers Program
Graduation from Voc/Tech College Program
in Industrial Eelctronics

• SPECIAL REQUIREMENTS:

SOC	6155	**DOT**	720 281 018
MATRIX	50082602		720 281 014
GOE	05.10.03		823 361 010
CIP	47.0103		720 281 010

ARMY	26T	**AIR FORCE**	30455
NAVY	TC-4745	**MARINES**	2831
COAST GUARD	ET		

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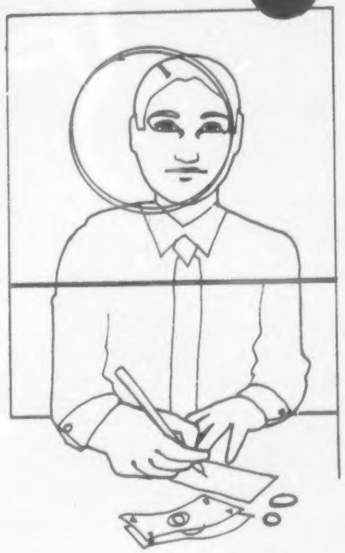
New Hampshire VIEW

Vital Information for Education and Work



TELLER

JOB DESCRIPTION:

Bank tellers cash checks for bank customers and help them deposit and withdraw money from their accounts. In small banks, tellers also may sort checks, total credit and debit slips, and prepare monthly statements for depositors. In large banks, tellers often specialize. One teller, for example, may sell savings bonds while another takes deposits for Christmas club accounts. Others may keep loan records, handle foreign moneys, sell traveler's checks, or compute interests on savings accounts.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

EMPLOYMENT:	1979	1990	TOTAL	AVE. RATE
	1803	3019	1216	6.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	88	10	Finance,Ins,Re	100.0
CLARMONT	157	19		
CONCORD	184	21		
DOVER	146	17		
KEENE	137	15		
LACONIA	150	17		
LITTLETON	53	6		
MANCHESTER	416	48		
NASHUA	255	29		
PORTSMOUTH	185	21		
PT. LAW-HAV	34	4		

ADVANCEMENT OPPORTUNITIES:

Head Teller
Officer or managerial position

SAMPLE PLACES OF WORK:

Banks, savings and loan companies, and other such financial institutions

NATIONAL WAGE RANGE:

$130-$230 weekly

WORK CONDITIONS:

Pleasant working conditions
Inside work
Office dress, standing or sitting on stool at counter

RELATED OCCUPATIONS:

Coupon Clerk
Exchange Clerk
Foreign Banknote Teller
Collection and Exchange Teller

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Receive checks and cash for deposit.
- Enter deposits in passbooks or give customers receipts.
- Check customers' bank balances and cash checks.
- Order daily cash supplies and count incoming cash.
- Prepare cash for shipment.
- Compute bank service charges.
- Take home mortgage payments.
- Use adding machines, change makers, and other office machines.
- Buy and sell foreign moneys.
- Type loan forms, such as notes, contracts, and loan renewals.
- Open accounts in other countries.
- Examine bond coupons to find the date they were issued, the payment date, and the amount due.

• HOURS OF WORK:

Bank tellers usually have a standard 35-40 hour work week. Some work evenings or on Saturdays, but most work during weekdays.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local banking firm for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Bankers' Association
Bank Personnel Division
1120 Connecticut Avenue, N.W.
Washington, D.C. 22036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Accounting, Bookkeeping and Related Programs
Business Math
Human Relations

• EDUCATION/TRAINING NEEDED:

High school graduate
Graduation from an appproved Sec/Voc Business and Office Program
Graduation from a Voc/Tech College Program in Mid-Management
On the job training

• SPECIAL REQUIREMENTS:

SOC	4791	DOT	211-362-018	211-362-022	ARMY	AIR FORCE
MATRIX	40060203		211-362-026	219-462-010	NAVY	MARINES
GOE	07.03.01		211-362-014	216-362-018	COAST GUARD	
CIP	07.0205					

VIEW SCRIPT–238a

NewHampshire VIEW
Vital Information for Education and Work

TESTER

JOB DESCRIPTION:

These workers test materials and products to see that they meet standard requirements. They perform chemical, electrical, mechanical, or other tests. They work in a variety of industries. They test electrical equipment, glass, raw ores, car parts, or any of hundreds of other items.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	845	1482	TOTAL	637	AVE. RATE	6.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	56	2	Manufacturing	100.0
CLARMONT	17	1		
CONCORD	50	4		
DOVER	68	5		
KEENE	37	4		
LACONIA	50	4		
LITTLETON	9			
MANCHESTER	102	10		
NASHUA	313	50		
PORTSMOUTH	84	12		
PT. LAW-HAV	59	11		

WORK CONDITIONS:

Work in modern, well-lighted areas
Much standing or sitting may be required
May be noisy
Some hazards from equipment

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

- Factories
- Ore dressing, smelting, and refining plants
- Foundries
- Mining and quarrying companies
- Dairies
- Food processing plants
- Woodworking shops

NATIONAL WAGE RANGE:

Not available

RELATED OCCUPATIONS:

- Transmission Tester
- Differential Tester
- Pressure Sealer-and-Tester

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Test phonograph records, using special sound equipment.
- Test electrical circuits.
- Test brine in olive barrels for salt content.
- Compile taste preference information on whiskies.
- Test cigarettes to make sure that they meet standards.
- Test samples of pulp and paper, using standard testing equipment and chemicals.
- Inspect and test plastic bags for defects, strength, and clearness of print.
- Test dyed yarn to determine the fastness of color.
- Tend a machine that tests the strength of chains.
- Test fibers and yarns at various stages of processing.
- Operate typewriters to test their performance.
- Operate sound-testing equipment to detect defects in ball bearing assemblies.
- Set up and operate new sewing machines to test them before they are shipped
- Heat and cool thermometers to test their accuracy.
- Test and adjust phonograph turntables.
- Test motor assemblies to locate short circuits.
- Test tires and bulletproof gas tanks used on military vehicles.
- Test gun cartridge primers.

• HOURS OF WORK:

Work hours and travel requirements vary. Workers in factories or plants may work on shifts. Those involved in continuous processes may work during weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local business or industry for on-the-job training
Local guidance counselor
See Appendix B

WHERE TO GET FURTHER INFORMATION:

American Society for Testing and Materials
1916 Race Street
Philadelphia, Pennsylvania 19103

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Materials & Process Tech.
Chemistry
Physics

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from a Voc Tech College
Quality Control Program

• SPECIAL REQUIREMENTS:

SOC	7830	DOT	806-384-026	806-382-010
MATRIX	50142205		806-684-134	806-382-014
GOE	06.03.01		806-684-110	899-487-010
CIP	47.0305			

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

VIEW SCRIPT—239a

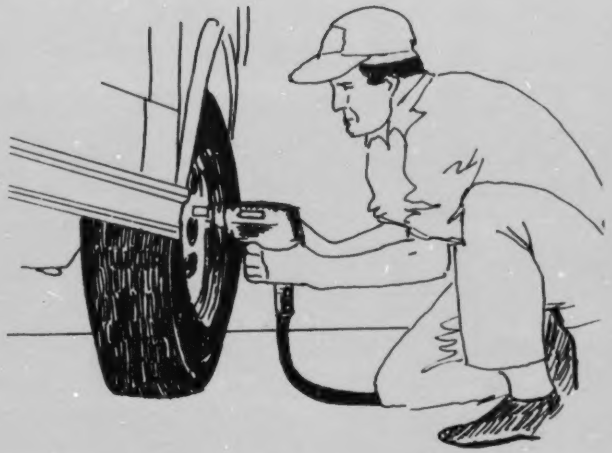
NewHampshire VIEW

Vital Information for Education and Work

TIRE CHANGER

JOB DESCRIPTION:

These workers repair damaged tires of automobiles, buses, trucks, and other automotive vehicles. Thier job includes removing the wheel from the vehicle, locating the puncture in the tubeless tires, sealing the puncture, removing tubed tire from wheel, inspecting tire casing for defects, buffing defective area of innter tube and patching the tube, reassembling tire onto wheel, hammering required counterweights onto rim of wheel, and remounts wheel onto vehicle.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	212	262	**TOTAL**	50	**AVE. RATE**	2.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	8		Trans. Comm. Util	2.8
CLARMONT	16		Trade, Whol & Ret	97.2
CONCORD	5			
DOVER	15			
KEENE	12			
LACONIA	9			
LITTLETON	6			
MANCHESTER	63	3		
NASHUA	31	2		
PORTSMOUTH	40	2		
PT. LAW-HAV	8			

ADVANCEMENT OPPORTUNITIES:

Tire Service Supervisor
Shop Supervisor
Service Manager

SAMPLE PLACES OF WORK:

Service Stations
Tire Wholesale Dealers

NATIONAL WAGE RANGE:

Not available

WORK CONDITIONS:

Physical Labor
Work both indoors and outdoors
May make emergency calls

RELATED OCCUPATIONS:

Tire Repairer
Tire Recapper
Service Station Attendant

VIEW SCRIPT—239b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

Work both indoors and outdoors
May make emerge

- Use hydraulic jack to raise vehicle
- Use lugwrench to unbolt wheel
- Remove wheel by hand or by a power hoist for giant wheels
- Locate puncture in tubeless tire by visual inspection or
  by immersing inflated tire in water bath and observing air
- bubbles emerging from puncture
- Seal puncture by inserting adhesive material and expanding rubber plug in puncture
- Separate tubed tire from wheel using rubber mallot and
- metal bar or mechanical tire changer
- Remove inner tube from tire
- Check tire casing for defects, such as holes and tears
- Glue boot over rupture in tire casing, using rubber cement.
- Buff defective area of innter tube
- Patch tube with adhesive rubber patch
- Reassemble tire onto wheel
  Place wheel on balancing machine
- Hammer required counterweights to rim of wheel
- Clean sides of white wall tires
- Respond to an emergency call to repair or replace a damaged tire

• HOURS OF WORK:

Usually standard 35—40 hour work week. May work part-time

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local service station for on-the-job training
on-the-job training

See Appendix A

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Automotive Service Industry Association
444 N. Michigan Avenue
Chicago, Illinois 60611

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Processing Technology
Automotive Mechanics

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Mechanics & Repairers Program
On-the-job training

• SPECIAL REQUIREMENTS:

On-the-job Training
High School/Vocational School

SOC 6179
MATRIX 61082606
GOE 05.12.15
CIP 47.0604

DOT 915 684 010

ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW

Vital Information for Education and Work

TOOL AND DIE MAKER

JOB DESCRIPTION:

TOOL AND DIE MAKERS make machine-shop tools, jigs, fixtures, instruments, and metal-forming dies. TOOLMAKERS produce jigs and fixtures (devices that hold metal while it is shaved, stamped, or drilled). They also make gauges and other measuring devices used in making precision metal parts. DIEMAKERS construct metal forms (dies) to shape metal in stamping and forging operations. They also make metal molds for diecasting and for molding plastics. These workers also repair tools and dies.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	754	1147	**TOTAL**	393	**AVE. RATE**	4.7

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	7		Manufacturing	100.0
CLARMONT	67	7		
CONCORD	50	4		
DOVER	162	12		
KEENE	119	10		
LACONIA	75	8		
LITTLETON	6	1		
MANCHESTER	103	8		
NASHUA	115	10		
PORTSMOUTH	33	2		
PT. LAW-HAV	17	2		

ADVANCEMENT OPPORTUNITIES:

- Supervisor Position
- Tool Designers

SAMPLE PLACES OF WORK:

- Plants
- Industries
- Small tool and die shops
- Printing and Publishing firms

NATIONAL WAGE RANGE:

$10.34 hourly
(average)

WORK CONDITIONS:

- May spend considerable time standing
- Hazards include possible cuts with sharp instruments

RELATED OCCUPATIONS:

- Die Finisher
- Plastic Tool Maker
- Saw Maker
- Mold Maker, Die-Casting and Plastic Molding
- Die Tryout Worker, Stamping
- Carbide Operator

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Study blueprints of die models to plan how work will be done
- Measure, mark, and scribe metal stock to lay out work pieces for machines
- Set up and operate machine tools such as lathes, milling machines, drill presses, shapers, and grinders
- Lift machine parts by hand or use a hoist to position them on the work table
- Use stones, files and grinders to smooth, shape and fit flat and curved parts of tools
- Check the size and alignment of parts using dial indicators, gauge blocks, and micrometers
- Bolt parts together
- Use vises to secure parts on the worktable
- Polish dies with a polishing machine
- Chip and cut away excess metal to complete a die design
- Install, set up, and adjust jigs and fixtures at a workbench

- **HOURS OF WORK:**

Usually standard 35—40 hour workweek

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local Machine Tool Builders Association for apprenticeship training
for Apprenticeship
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

The National Machine Tool Builders Association
7901 West Park Drive
McLean, VA. 22102

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Machine Tool/Machine Shop
Welding, Brazing, and Soldering
Industrial Arts—Energy & Power Tech.
Industrial Arts—Materials & Process Tech
Industrial Arts—Visual Communications Tech.

- **EDUCATION/TRAINING NEEDED:**

Apprenticeship Program
On-the-job training
Graduation from approved Sec/Voc
Precision Production Program
Graudation from Voc/Tech College
Program in Machine Operation

- **SPECIAL REQUIREMENTS:**

SOC	6811	DOT	601 280 046
MATRIX	50063001		601 381 014
GOE	05.05.07		601 381 010
CIP	48 0507		601 381 026

ARMY **AIR FORCE**
NAVY **MARINES**
COAST GUARD

New Hampshire VIEW

Vital Information for Education and Work

TOWN CLERK

JOB DESCRIPTION:

These workers perform a variety of clerical and administrative duties required by municipal government. They prepare agendas for the town council, answer official correspondence, prepare reports on civic needs, etc.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	198	292	**TOTAL**	94	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	11	1	Government	100.0
CLARMONT	14	2		
CONCORD	19	3		
DOVER	28	3		
KEENE	12	1		
LACONIA	20	3		
LITTLETON	8	1		
MANCHESTER	38	5		
NASHUA	22	3		
PORTSMOUTH	21	3		
PT. LAW-HAV	6	1		

ADVANCEMENT OPPORTUNITIES:

Administrative Assistant
Supervisory position
Management

SAMPLE PLACES OF WORK:

Nonprofit organizations
Government agencies

NATIONAL WAGE RANGE:

Not available

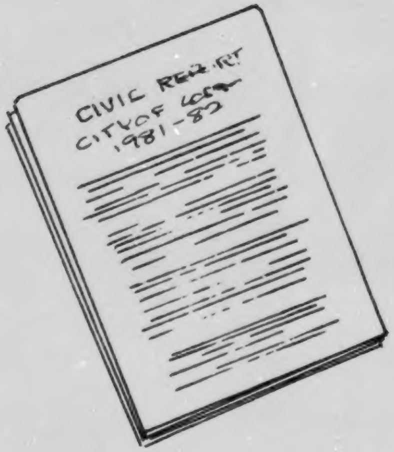
WORK CONDITIONS:

Inside work
Clean, well-lighted rooms
Sitting for long periods

RELATED OCCUPATIONS:

Post Office Clerk
Court Clerk
Police Aide

VIEW SCRIPT—241b



MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Prepare agendas and bylaws for the town council.
- Record the minutes of council meetings.
- Answer official correspondence.
- Keep fiscal records and accounts.
- Prepare reports on civic needs.

- **HOURS OF WORK:**

Regular 35-40 hour work week with little or no overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local government agencies for on-the-job training
See Appendix A
See Appendix B
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

U.S. Civil Service Commission
Washington, D.C. 20415

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Secretarial and Related Programs
Typing and General Office Related Programs
Shorthand
Business Writing
Math

- **EDUCATION/TRAINING NEEDED:**

Graduation from an approved Sec/Voc Business and Office Program
Graduation from Voc/Tech Secretarial College Program
On the job training

- **SPECIAL REQUIREMENTS:**

SOC 4799
MATRIX 40066840
GOE 07.01.02
CIP 07.0603
DOT 243-367-018

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NAVY
COAST GUARD
AIR FORCE
MARINES

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New Hampshire VIEW

Vital Information for Education and Work

TRACTOR-TRAILER-TRUCK DRIVER

JOB DESCRIPTION:

These people drive tractor-trailer trucks to carry goods between terminals. Some deliver a load to a nearby city, pick up another loaded trailer, and return it to their home base on the same day. Others make runs that take days to complete. On very long trips, they may work with a partner and sleep when the partner drives. Some drivers have regular runs. Others have schedules that change from trip to trip. Besides driving, they check their trucks and loads for safety, write trip reports, and may load or unload goods.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1275	1415	**TOTAL**	140	**AVE. RATE**	1.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	117	4	Trans, Comm, Util	100.0
CLARMONT	99	3		
CONCORD	64	2		
DOVER	22			
KEENE	41	1		
LACONIA	87	3		
LITTLETON	27	1		
MANCHESTER	461	15		
NASHUA	219	7		
PORTSMOUTH	129	4		
PT. LAW-HAV	9			

ADVANCEMENT OPPORTUNITIES:

Supervisor
Driver Supervisor

SAMPLE PLACES OF WORK:

Trucking companies
Furniture manufacturers
Independent trucking operations
Companies that use large trucks to deliver goods
Logging companies

NATIONAL WAGE RANGE:

WORK CONDITIONS:

Both inside and outside work
Considerable time away from home
Sitting and driving for long periods

RELATED OCCUPATIONS:

Van Driver
Hostler
Log-Truck Driver

976

977

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Drive a tractor-trailer truck to deliver products or livestock
- Inspect trucks for defects before and after trips
- Write reports about the condition of trucks
- Keep a driving log
- Help workers load and unload materials
- Deliver utility poles to a construction company
- Drive a tractor-trailor truck to spray water
- Haul loss from a forest to a mill
- Drive a truck into a loading position
- Use a crane hook to help unload logs
- Load furniture into a van
- Park trucks or trailers
- Connect loaded semitrailers to tractors

- **HOURS OF WORK:**

The number of hours these drivers can work is limited by law. They cannot be on duty more than 60 hours in any 7 day period and cannot drive more than 10 hours without being off duty at least 8 hours. Many drivers work the maximum hours permitted.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local trucking association
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Automotive Mechanics
DriverTraining
Industrial Arts—Energy & Power Technology
Industrial Arts—Materials & Process Technology
Industrial Arts—Visual Communications Technology

- **EDUCATION/TRAINING NEEDED:**

Technical/Vocational
training helpful

- **SPECIAL REQUIREMENTS:**

Chauffeur's license in most states

SOC 8212
MATRIX 62002204
GOE 05.08,01
CIP 49.0205

DOT 904 383 010
905 663 018
909 663 010
904 683 010

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–243a

New Hampshire VIEW

Vital Information for Education and Work

VISIT
HAWAII

TRAVEL AGENT

JOB DESCRIPTION:

These workers help travelers plan their itineraries and select the transportation and accommodations best suited to their needs. Their job includes conversing with customers, completing paperwork, contracting airlines and hotels for travel arrangements, and promoting group tours.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990		
EMPLOYMENT:	166	249	**TOTAL** 83	**AVE. RATE** 4.5

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY
BERLIN	3		Trans, Comm, Util 100.0
CLARMONT	22	2	
CONCORD	14	2	
DOVER	30	2	
KEENE	16	2	
LACONIA	10	2	
LITTLETON	1		
MANCHESTER	25	2	
NASHUA	32	3	
PORTSMOUTH	8		
PT. LAW-HAV	5		

ADVANCEMENT OPPORTUNITIES:

Self employed
Supervisor
Office Manager

SAMPLE PLACES OF WORK:

Local agency
International firm
Automobile association or transportation line

NATIONAL WAGE RANGE:

$9,500 – $18,000

WORK CONDITIONS:

Much time spent behind a desk
Frequently work long hours

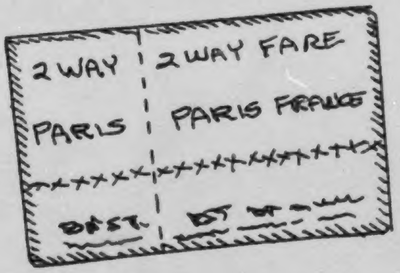
RELATED OCCUPATIONS:

Travel Clerk
Traffic Agent
Ticket Agent
Roter, Travel Accommodations

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Converse with client to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required
- Plan or describe and sell itinerary package tour
- Give customer brochures and publications concerning travel
- Compute cost of travel and accommodations, using calculator, carrier tarriff books, and hotel rate books, or quotes costs of package tours
- Book customer on transportation carrier
- Make hotel reservations for client
- Writes or obtains travel tickets for transportation or tour Collects payment



- **HOURS OF WORK:**

May work evenings and weekends

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local travel agency for on-the-job training
Local Guidance Counselor

See Appendix B

WHERE TO GET FURTHER INFORMATION:

American Society of Travel Agents
711 5th Ave.
New York, N.Y. 10022

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Business Dynamics
Geography
Foreign Languages
Vocational Office Occupations
Accounting/Bookkeeping/Recordkeeping

- **EDUCATION/TRAINING NEEDED:**

High School Graduate
On-the-job training

Graduation from Voc/Tech College Program in Marketing Management

- **SPECIAL REQUIREMENTS:**

Licensing required by some states

SOC 1473
MATRIX 10243821
GOE 08.02.06
CIP 08.1105
DOT 252 157 101
108 367 014

ARMY
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MARINES

New Hampshire VIEW

Vital Information for Education and Work

TRUCK DRIVER, HEAVY

JOB DESCRIPTION:

These people drive single-body trucks that carry materials that weigh 3 tons or more. This type of truck includes dump, tow, flat bed, redi-mix, and tank trucks. Some of these trucks are mounted with special equipment. Drivers in these jobs may deliver loads to construction sites, warehouses, stores, or homes. They may load or unload goods or materials. They may collect receipts or payments for loads delivered and keep records of deliveries made. They may make minor repairs to trucks and report other repairs needed.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	4654	5765	**TOTAL**	1111	**AVE. RATE**	1.4

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	282	11	Trans,Comm,Util	8.0
CLARMONT	311	14	Construction	27.3
CONCORD	421	18	Manufacturing	24.3
DOVER	292	15	Trade,Whol&Ret	30.7
KEENE	324	15	Finance,Ins,Re	.1
LACONIA	412	16	Services-Other	3.5
LITTLETON	105	5	Government	6.1
MANCHESTER	924	46		
NASHUA	704	34		
PORTSMOUTH	704	24		
PT. LAW-HAV	166	9		

ADVANCEMENT OPPORTUNITIES:

Supervisor
Driver Supervisor
Dispatcher

SAMPLE PLACES OF WORK:

Businesses that sell or use redi-mixed concrete
Gas stations and garages that tow wrecked cars and trucks
Large dairies
Garbage pick-up for cities and towns
Construction companies

NATIONAL WAGE RANGE:

$26,900 (average)

WORK CONDITIONS:

Both inside and outside work
Considerable time away from home
Sitting and driving for long periods

RELATED OCCUPATIONS:

Garbage Collector Driver
Dump Truck Driver
Tank Truck Driver
Milk Driver

984

985

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Drive a truck equipped with a concrete mixer to deliver concrete mix to job sites.
- Move hand and foot controls to jerk a truck forward and backward to loosen and dump material.
- Clean a truck after a delivery has been made.
- Drive a special type of truck to transport gunpowder from freight cars to storage houses.
- Drive a tank truck to deliver gasoline or oil to customer.
- Record the amount of oil delivered to customers.
- Drive a tank truck to transport bulk milk between farms and dairies.
- Watch the level gauge of a storage tank to figure out how much milk the tank contains.
- Drive a truck equipped with a lifting device to collect garbage or trash and take it to a dump.
- Position blocks and tie ropes around items to secure cargo.
- Drive a tank truck to sprinkle water on streets to dampen dust.
- Deliver trucks, tractors, or fire engines to purchasers.
- Tow cars that are stalled or damaged by an accident.

• HOURS OF WORK:

These truckers often work 48 hours or more a week. Sometimes workers in these jobs work during early morning or evening hours.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local trucking firm for on-the-job training

Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Drivers Training
Automotive Mechanics
Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech

• EDUCATION/TRAINING NEEDED:

High school graduate preferred
On the job training

• SPECIAL REQUIREMENTS:

Must have chauffeur's license in most states.

SOC	8213	DOT	905-663-014	853-663-018	ARMY	64C		AIR FORCE	60350
MATRIX	62002202		905-663-010	905-683-010	NAVY	EO		MARINES	3531
GOE	05.08.01		905-663-018	902-683-010	COAST GUARD		QC-B8		
CIP	49.0205								

NewHampshire VIEW

Vital Information for Education and Work

TYPIST

JOB DESCRIPTION:

TYPISTS make typed copies of handwritten, printed, and recorded words. They may do other office tasks, such as answering the phone, filing, and running office machines. They may plan and type tables, prepare reports using many source materials, and make master copies of reports to be reproduced. They may listen to a recording and type what is heard.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	2865	4163	**TOTAL** 1298	**AVE. RATE** 4.1		

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	66	5	Construction	1.8
CLARMONT	198	16	Manufacturing	20.3
CONCORD	409	35	Trans, Comm, Util	2.0
DOVER	235	19	Trade, Whol & Ret	5.1
KEENE	211	18	Finance, Ins, Re.	15.4
LACONIA	179	15	Services—Other	21.9
LITTLETON	54	4	Government	33.0
MANCHESTER	829	71		
NASHUA	357	32		
PORTSMOUTH	271	22		
PT. LAW-HAV	56	6		

ADVANCEMENT OPPORTUNITIES:

Supervisory Positions
Secretarial Positions

SAMPLE PLACES OF WORK:

Factories
Banks, Savings and Loan Companies
Insurance Companies
Real Estate Firms
Government Agencies
Motion Picture Studios
Industries

NATIONAL WAGE RANGE:

$9,959–$11,596

WORK CONDITIONS:

Inside work
Much sitting required
Sometimes must contend with high noise levels

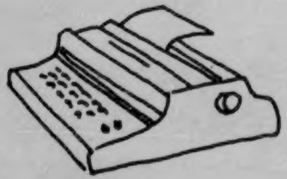
RELATED OCCUPATIONS:

Clerk-Typist
Braille Operator
Bordereau Clerk
Terminal Operator
Perforator Typist
Braille Typist

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Type reports, business letters, and shipping tickets from handwritten copy
- Add numbers on an adding or calculating machine
- Listen to a tape and type what is heard
- Keep records and files of completed work
- Make copies of completed work, using a copying machine
- Sort and distribute mail and answer the phone
- Check totals on report forms or bills
- Watch a movie and type a brief description of each scene



• HOURS OF WORK:

Frequently work part-time

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local industries for on-the-job training
Local Guidance Counselor

See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

National Secretaries Association
240 Pershing Road
Suite 6—10 Crown Center
Kansas City, Missouri 64108

State Supervisor of Office Occupations
Education

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Correspondence
Machine Transcription
Typing, General Office-related Programs

• EDUCATION/TRAINING NEEDED:

Graduation from approved Sec/Voc Business & Office Program

Graduation from Voc/Tech College Program in Secretarial Training
On-the-job training

• SPECIAL REQUIREMENTS:

SOC	4624	**DOT**	203 582 066	103 582 038
MATRIX	40020603		203 362 010	203 582 054
GOE	07.06.02		203 582 010	203 582 014
CIP	07.07.01		203 382 010	

ARMY	71L	**AIR FORCE**	70250
NAVY	CTA	**MARINES**	0151
COAST GUARD	YN		

New Hamps[illegible]ire VIEW

Vital Information for Education and Work

UNDERWRITERS

JOB DESCRIPTION:

UNDERWRITERS decide what risks the insurance companies they work for will insure. To make these decisions, they study information on insurance applications and loss-control, medical, and actuarial reports. They may outline the terms of contracts or policies, including the amounts of premiums. They often deal with clients, agents, and managers to obtain or give out information about policies. Most specialize in one of three major categories of insurance: Life, Property and Liability, or Health.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	364	548	TOTAL	184	AVE. RATE	4.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	5		Finance, Ins, Re.	98.7
CLARMONT	7		Government	1.3
CONCORD	31	2		
DOVER	15	2		
KEENE	62	6		
LACONIA	10			
LITTLETON	3			
MANCHESTER	164	16		
NASHUA	17	2		
PORTSMOUTH	44	4		
PT. LAW-HAV	4			

ADVANCEMENT OPPORTUNITIES:

Chief Underwriter
Underwriting Manager
Senior Managerial Jobs

SAMPLE PLACES OF WORK:

Insurance Companies

NATIONAL WAGE RANGE:

$12,300 – $50,100 annually

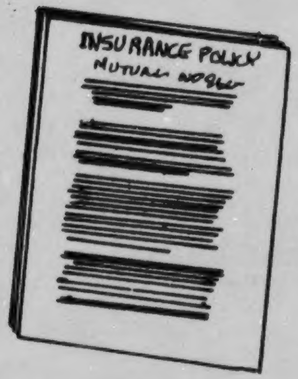
WORK CONDITIONS:

Mostly inside work
Comfortable office
May require being away from home for several days

RELATED OCCUPATIONS:

Actuory
Claim Adjuster
Claim Examiner
Insurance Agent
Systems Analyst
Accountant
Statistician

MORE ABOUT THE JOB:



• SAMPLE WORK ACTIVITIES:

- Study documents such as application forms, inspection reports, and medical reports
- Review company records to find out the amount of insurance in force for a certain type of risk
- Refuse or accept insurance applications based on the amount of risk to the company
- Dictate letters asking for information from doctors or other insurance companies
- Quote policy rates and explain a company's underwriting policies
- Use rate books, tables, and code books to compute rates for high-risk policies

• HOURS OF WORK:

Underwriters usually work a 35–40 hour workweek. However, they may sometimes work overtime.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local insurance company for
on-the-job training
Local Guidance Counselor

See Appendix C

WHERE TO GET FURTHER INFORMATION:

The Life Underwriters Training Council
1922 F Street, N.W.
Suite 401
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Accounting/Bookkeeping/Recordkeeping
Economics
General Marketing
Algebra

• EDUCATION/TRAINING NEEDED:

Graduation from Insurance College Program
On-the-job training

• SPECIAL REQUIREMENTS:

SOC 1414 DOT 169 167 058
MATRIX 10243814
GOE 11.06.03
CIP 08.0203

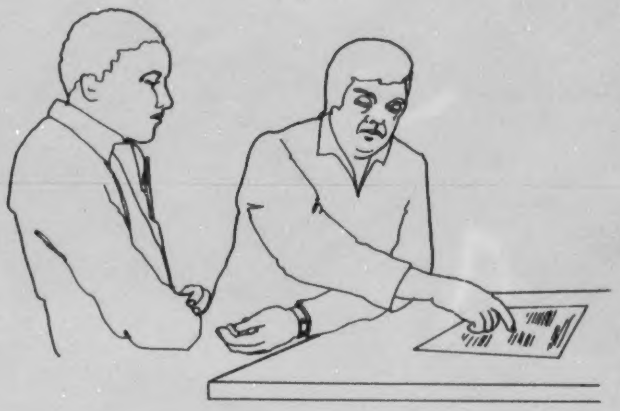
ARMY
NAVY
COAST GUARD
AIR FORCE
MARINES

New Hampshire VIEW
Vital Information for Education and Work

VOCATIONAL/EDUCATIONAL COUNSELORS

JOB DESCRIPTION:

These workers counsel people on educational and career matters. They help students or workers by providing them with information about training and jobs and by helping them deal with personal problems. They collect information about people from interviews, tests, records, and other sources. They also compile job, school and economic information. They determine people's interests, abilities, and needs and plan educational and training programs to suit them. They may help clients get training or other help from community agencies. They also keep records and write reports.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	533	745	TOTAL	212	AVE. RATE	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	21	2	Services—Other	15.5
CLARMONT	31	2	Government	84.5
CONCORD	77	7		
DOVER	49	4		
KEENE	32	2		
LACONIA	45	4		
LITTLETON	14	2		
MANCHESTER	98	7		
NASHUA	81	6		
PORTSMOUTH	61	4		
PT. LAW-HAV	24	2		

ADVANCEMENT OPPORTUNITIES:

Director of Counseling Services
Administrator

SAMPLE PLACES OF WORK:

State employment service offices
Private and Community Agencies
Institutions such as prisons, training schools for delinquents and mental hospitals
Colleges and universities
Public school systems

NATIONAL WAGE RANGE:

$13,900 – $18,800

WORK CONDITIONS:

People-oriented, most offices free of noise and distractions, working space may be limited

RELATED OCCUPATIONS:

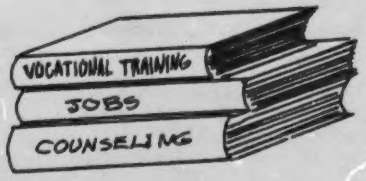
Residence counselor
Vocational-Rehabilitation Counselor
Foreign student advisor

VIEW SCRIPT—247b

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Provide educational and vocational counseling services to individual and groups
  - Collect information about people from records, tests, interviews and other sources
  - Determine people's interests, aptitudes, abilities, and preferences
  - Plan job-training programs
  - Compile and study job, school, and economic information
  - Help people to set work and school objectives
  - Help people understand and overcome their social and emotional problems
- Offer counseling services to nursing students
- Direct workers who provide educatinal and vocational guidance for
- Provide individual and group guidance services to students who live in a dormitory
- Counsel handicapped people
- Direct a guidance program in a public school system



• HOURS OF WORK:

Usually 40 hours per week may require evening and weekend work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

See Appendix C
Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

American Personnel and Guidance Association
Two Skyline Place, Suite 400
5203 Leesbury Pike
Falls Church, VA 22041

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Algebra
Trigonometry
Psychology
Sociology
Computer Science
Speech

• EDUCATION/TRAINING NEEDED:

Graduation from a Vocational Education Counseling College Program

• SPECIAL REQUIREMENTS:

Certification

SOC	2400	**DOT**	045-107-042	045-107-010
MATRIX	10243601		038	014
GOE	10.01.02		169-267-026	
CIP	13.1319		090-107-010	

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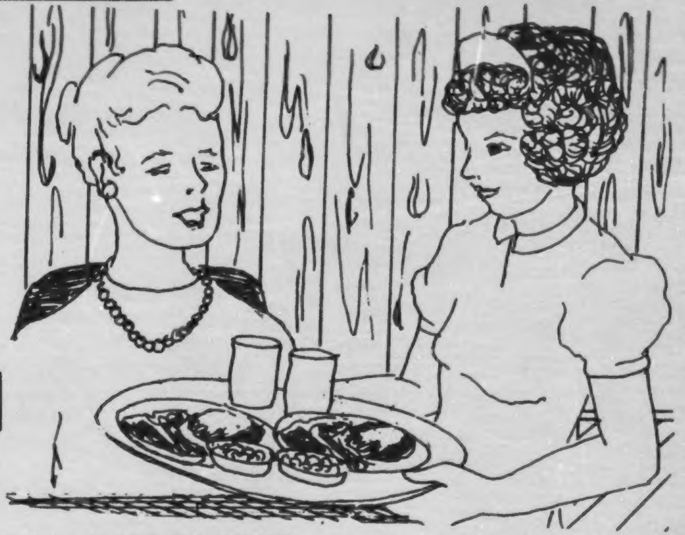
MARINES

New Hampshire VIEW
Vital Information for Education and Work

WAITER OR WAITRESSES

JOB DESCRIPTION:

People in these jobs take food and drink orders from customers in restaurants, clubs, and other eating places, they also serve the food and drink to customers, make out checks, and sometimes take payments. Some have other duties as well, such as removing dirty dishes and setting tables.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	8586	14390	**TOTAL**	5804	**AVE. RATE**	6.1

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	552	52	Trans, Comm, Util	.1
CLARMONT	486	51	Trade, Whol & Ret.	83.1
CONCORD	654	70	Services—Other	16.2
DOVER	672	73	Government	.7
KEENE	480	49		
LACONIA	982	101		
LITTLETON	414	36		
MANCHESTER	1484	162		
NASHUA	1173	128		
PORTSMOUTH	1271	133		
PT. LAW-HAV	418	45		

ADVANCEMENT OPPORTUNITIES:

- Cashier
- Host/Hostess
- Supervisor
- Manager

SAMPLE PLACES OF WORK:

- Restaurants
- Clubs
- Lunchrooms
- Hotel Dining Rooms
- Railroad dining cars
- Passenger ships

NATIONAL WAGE RANGE:

Minimum wage

WORK CONDITIONS:

On your feet most of the time, often have to carry heavy trays
Possible hazards include slips, falls and burns

RELATED OCCUPATIONS:

Waiter/Waitress, Bar, Club, Buffet, Formal

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Give menus to customers, answer their questions about foods and services, and suggest foods and drinks they might like
- Write food and drink orders on checks or tickets and take them to the kitchen
- Total the changes for foods and drinks and return correct change
- Carve meat, bone fish, and prepare special dishes or deserts at customers' tables
- Take dirty dishes from tables and replace them with clean dishes and linen
- Serve drinks to customers seated at tables in a bar or cocktail lounge

• HOURS OF WORK:

35—40 per week, usually expected to work shift work, sometime split shifts, part afternoon and part evening. Working weekends and holidays is expected.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local food service industry for on-the-job training
Your local Guidance Counselor
See Appendix A

WHERE TO GET FURTHER INFORMATION:

National Institute for the Foodservice Industry
20 North Wacker Drive, Suite 2620
Chicago, IL 60606

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Consumer Homemaking Food and Nutrition

• EDUCATION/TRAINING NEEDED:

On the job training
Graduation from an Approved Secondary Vocational Food Service Program
Special Vocational Training Program for Handicapped Students

• SPECIAL REQUIREMENTS:

SOC 5213
MATRIX 70041602
GOE 09.05.02
CIP 08.09.05

DOT 350-677-030

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

1002

1002

VIEW SCRIPT–249a

NewHampshire VIEW

Vital Information for Education and Work

WASHER MACHINE OPERATOR/TENDER

JOB DESCRIPTION:

These people operate or tend machines that launder, dye or dryclean clothing, rugs, and linens. They may operate one or several machines. They load the machines and set controls for wash speed, water level and temperature. They also add the soap and bleach and sometimes starch. They may spot clean items, wash delicate fabrics by hand, or use chemical solutions to clean fabrics. They may iron, fold, or patch articles. Some specialize in cleaning items such as furs, feathers, or leather garments.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1975	1990		
EMPLOYMENT:	153	221	**TOTAL** 68	**AVE. RATE** 4.0

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	8	1	Services—Other	98.1
CLARMONT	13	2	Government	1.9
CONCORD	15	2		
DOVER	9	1		
KEENE	16	2		
LACONIA	14	2		
LITTLETON	8	1		
MANCHESTER	31	3		
NASHUA	19	2		
PORTSMOUTH	17	2		
PT. LAW-HAV	1			

ADVANCEMENT OPPORTUNITIES:

Supervisor
Manager
Self employment

SAMPLE PLACES OF WORK:

Laundry and drycleaning plants and businesses
Hospitals and other institutions
Textile mills

NATIONAL WAGE RANGE:

$5.26 – $10.24

WORK CONDITIONS:

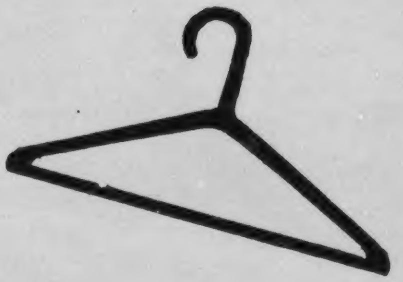
Clean inside work, may be hot and steamy

RELATED OCCUPATIONS:

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Move levers or turn handwheels to control the roller clearance, sprayer, water force, and washing speed of a machine
- Tend a machine that winds towels into rolls to prepare them for ironing or packaging
- Run articles through machine wringers and then dry them for specified times in a dryer
- Sort dried articles
- Fold laundry and place it in storage bins
- Oil and grease machine parts
- Tend a machine that patches articles, such as tablecloths, sheets
- Identify stains in fabrics and apply chemical solutions to remove them
- Clean fur pieces using brushes, sawdust, and cleaning fluid
- Tend a machine that cleans and sterilizes feathers for use in pillows
- Dye rugs on the customers' premises, using a spray gun, dye solution, and brushes
- Tend a machine that tumbles fur garments in dry or liquid cleaning agents
- Work as an APPRENTICE while learning the drycleaning trade



• HOURS OF WORK:

35—40 hours per week may require evening and weekend work

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local laundry and drycleaning businesses for on-the-job training
Your local Guidance Counselor

See Appendix B

WHERE TO GET FURTHER INFORMATION:

American Institute of Laundering
Joliet, Illinois
60434

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Business Dynamics
Consumer Homemaking Textiles

• EDUCATION/TRAINING NEEDED:

High school graduation—advantage
On the job training
Special Vocational Training Program for Handicapped Students

• SPECIAL REQUIREMENTS:

SOC 7658
MATRIX 61082804
GOE 06.04.35
CIP 12.0103

DOT 301 665 010

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NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–250a

New Hampshire VIEW

Vital Information for Education and Work

WEAVERS

JOB DESCRIPTION:

These workers operate machines used to weave fabrics. They operate a number of machines at one time. They mount loom frames and spools in the machines, thread the machines with yarn, and then start the machines. They patrol the work area to watch for machinery problems, clear machine jams, replace damaged machine parts, and refull spent yarn packages. They also may roll woven fabrics onto tubes or rolls and keep production records.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990			
EMPLOYMENT:	404	473	TOTAL 28	AVE. RATE	6.9

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	0	0	Manufacturing	100.0
CLARMONT	62	4		
CONCORD	44	3		
DOVER	3			
KEENE	42	3		
LACONIA	51	4		
LITTLETON	4			
MANCHESTER	173	13		
NASHUA	26	1		
PORTSMOUTH	0	0		
PT. LAW-HAV	0	0		

ADVANCEMENT OPPORTUNITIES:

Supervisory positions
Self-employment

SAMPLE PLACES OF WORK:

Textile mills
Carpet and rug manufacturers
Companies that make asbestos products
Hosiery mills
Companies that make cord and twine products
Companies that make knit goods

NATIONAL WAGE RANGE:

$9.63 Average

WORK CONDITIONS:

Inside work, may have high noise level

RELATED OCCUPATIONS:

Weaver, Hand
Weaver, Axminster
Jacquard-Loom Weaver
Carpet Weaver, Jacquard Loom
Weaver, Hand loom

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Mount loom frames and spools in machines
- Place yarn packages onto machine holders
- Thread yarn through machine guides, tensions, and needle carriers
- Start looms by pressing a button or throwing a power switch
- Watch weaving to detect defects in cloth
- Mark or cut cloth when enough yardage has been woven
- Tie broken ends of yarn
- Pull out yarn strands to remove defects in weaving
- Examine looms to determine why they have stopped
- Clear jams by removing bobbins and rewinding snarled yarn
- Record the amount of fabric woven
- Start blowers and blades that trim yarn ends
- Replace dull machine cutting blades
- Roll woven fabric onto tubes or rolls
- Work under contract as an APPRENTICE while
- learning the WEAVER'S craft

• HOURS OF WORK:

35–40 hours per week, may require shift work

EDUCATIONAL/TRAINING PROGRAMS:

• Learning line toll free no. 1-800-852-3408

• For More Information Contact:

Local textile business or industry for on-the-job training
Local Guidance Counselor

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Chemistry
Consumer Homemaking Textiles
HERO Program

• EDUCATION/TRAINING NEEDED:

On-the-job training

• SPECIAL REQUIREMENTS:

WHERE TO GET FURTHER INFORMATION:

Textile Workers of America, United
420 Common Street
Lawrence Mass. 01842

SOC	7652	**DOT**	683-682-034	**ARMY**	**AIR FORCE**
MATRIX	61040804		683-662-010	**NAVY**	**MARINES**
GOE	06.02.06		683-682-050	**COAST GUARD**	
CIP					

New Hampshire VIEW

Vital Information for Education and Work

WEIGHER, RECORD-KEEPING

JOB DESCRIPTION:

These people check, weigh, measure, and count materials, products, or equipment and record information about them. They also may compute the costs, value, or size of items. This information may be used for billing, quality control, or production and payroll records. These people work in a variety of jobs and settings. Some weigh garbage, check aircraft parts, score tests, check shipments of goods, or time TV news reports.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	91	121	TOTAL	30	AVE. RATE	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	6		Construction	20.0
CLARMONT	13	1	Manufacturing	23.3
CONCORD	15	2	Trade,Whol&Ret	46.7
DOVER	8	1	Government	10.0
KEENE	4			
LACONIA	4			
LITTLETON	2			
MANCHESTER	14	1		
NASHUA	17	2		
PORTSMOUTH	7	1		
PT. LAW-HAV	1			

WORK CONDITIONS:

Generally inside work
Much standing may be required
Some lifting, stooping, and bending

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Shipping companies
Companies that give and score psychological and other tests
Any business or industry that keeps records of items shipped, received, produced, or processed
Companies that handle, produce, sell, or receive items such as sugar, tobacco, textiles, and agricultural products

NATIONAL WAGE RANGE:

$9,800 and above

RELATED OCCUPATIONS:

Tallier
Tare Weigher
Gin Clerk
Ticket Worker
Shipping and Receiving Weigher

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Check weigh-in markings on tobacco units and record their ID numbers, grades, and weights.
- Estimate the size of loads on a truck entering a dump and collect fees based on the size of the load and the material dumped.
- Weigh incoming raw cotton and compute and record ginning charges.
- Measure each board in a stack of lumber and compute the total footage of the stack.
- Read tickets attached to bundles of towels and record the number of bundles wrapped by each worker.
- Record the yardage, weight, and lot number of processed cloth.
- Use a weigh scale, counting device, and tally sheet to add up the amount of raw materials such as fish, field crops, or steel ingots.
- Weigh samples of products before and after waste is removed from them.
- Compile records of the amount, kind, and condition of cargo unloaded from a ship.
- Compute the cubic feet required to store cargo aboard ship.
- Weigh and record the weight of filled containers and the cargo of loaded vehicles.
- Record the amount of sugarcane, cloth, and tobacco received for shipping.

• HOURS OF WORK:

(No Information)

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local shipping companies for on-the-job training
Local guidance counselor

See Appendix A

WHERE TO GET FURTHER INFORMATION:

United Weighers Association
142 Pearl Street
New York, N.Y. 10005

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Mechanical Drawing
Typing and General Office Related Programs
Industrial Arts—Energy and Power Tech
Industrial Arts—Materials and Process Tech
Industrial Arts—Communications Tech

• EDUCATION/TRAINING NEEDED:

Graduation from an approved Sec/Voc Business and Office Program
On the job training
3-4 year Apprenticeship

• SPECIAL REQUIREMENTS:

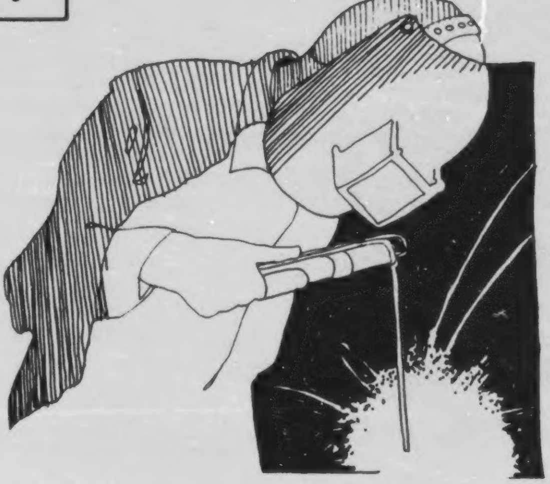
SOC	4756	DOT	299-587-010	221-467-010	ARMY	AIR FORCE
MATRIX	40066604		221-587-030	221-482-018	NAVY	MARINES
GOE	09.04.02		221-587-034	222-367-058	COAST GUARD	
CIP	07.0708					

New Hampshire VIEW
Vital Information for Education and Work

WELDERS AND FLAMECUTTERS

JOB DESCRIPTION:

These workers operate or tend machines used to join metal or plastic parts. Typically heat is applied to join the pieces together. Workers read work orders, charts, or diagrams that describe the work to be done. They adjust the machines to handle objects of different sizes, load and position objects to be welded, and move controls to regulate machine actions and conditions. Once parts have been joined, they may examine or measure them to make sure standards are met.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	1054	1558	**TOTAL**	504	**AVE. RATE**	4.3

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	38	1	Construction	8.4
CLARMONT	98	6	Manufacturing	83.2
CONCORD	71	5	Trans,Comm,Util	.9
DOVER	124	8	Trade,Whole&Ret	.4
KEENE	67	5	Services-Other	5.1
LACONIA	125	11	Government	2.1
LITTLETON	5			
MANCHESTER	103	7		
NASHUA	256	22		
PORTSMOUTH	124	9		
PT. LAW-HAV	43	5		

WORK CONDITIONS:

Usually inside work
May be required to stand considerably
Machine welders usually are free from hazards associated with manual welding

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Chemical plants
Companies that make wire
Welding shops
Electrical equipment manufacturers
Companies that make products such as: boilers, bulldozers, heavy machinery, ships, trucks

NATIONAL WAGE RANGE:

$4.00-$9.00 per hour

RELATED OCCUPATIONS:

Solderer
Lead Burner
Arc Welder
Welder-Fitter
Type Soldering Machine Tender
Brazing Machine Setter
Welder Apprentice
Thermal Cutter

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Operate welding machinery.
- Read production schedules to determine the number and size of articles to be prepared.
- Install and adjust machine fixtures and stops, using hand tools and precision measuring devices.
- Turn knobs to regulate the speed and timing of machine cycles.
- Light torches, and turn gas and air valves to obtain flames of the right size and color.
- Use hand tools to adjust machine holding devices.
- Use a crane to move large metal workpieces.
- Thread wire through machine units.
- Position parts to be welded into machine holding devices.
- Press a pedal to start the welding cycle.
- Type instructions to computers that control welding equipment.
- Remove finished products from a machine and stack them on a rack or table.
- Look at dial readings to detect problems.
- Use precision measuring devices to check finished products.
- Grease and adjust machine units before and after operations.

- **HOURS OF WORK:**

These people may work on shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local welders' association for apprenticeship training

See Appendix A

See Appendix B

Local Guidance Counselor

WHERE TO GET FURTHER INFORMATION:

Local offices and state employment offices

The American Welding Society
2501 N.W. 7th Street
Miami, Florida 33125

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Machine Tool/Machine Shop
Welding, Brazing & Soldering
Industrial Arts—Materials & Process Tech.
Industrial Arts—Visual Communications Tech.

- **EDUCATION/TRAINING NEEDED:**

Graduation from approved Sec/Voc
Precision Production Program
Graduation from Voc/Tech College
Program in Welding
Apprenticeship Training

- **SPECIAL REQUIREMENTS:**

SOC	7759	**DOT**	812-682-010	715-685-058
MATRIX	61022002		706-685-010	727-684-022
GOE	06.02.19		813-360-010	810-384-014
CIP	48.0508		810-384-010	819-361-010

ARMY	44C	**AIR FORCE**	42154
NAVY	HT-4952	**MARINES**	1316
COAST GUARD	AM		

VIEW SCRIPT—253a

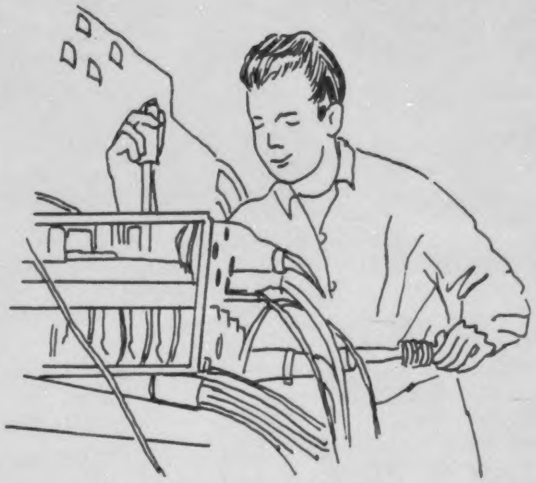
NewHampshire VIEW

Vital Information for Education and Work

WIRER, ELECTRONIC

JOB DESCRIPTION:

These workers install cables and solders wires to connect electrical instruments mounted on control apparatus, such as panelboards and telephone crossbar frames, according to diagrams and blueprints.



THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	171	239	**TOTAL**	68	**AVE. RATE**	3.6

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	29	2	Manufacturing	100.0
CLARMONT	49	4		
CONCORD	3			
DOVER	9			
KEENE	2			
LACONIA	40	2		
LITTLETON	24	2		
MANCHESTER	5			
NASHUA	10			
PORTSMOUTH				
PT. LAW-HAV				

WORK CONDITIONS:

Both inside and outside work
Some hazards include electrical shock, falls, and cuts
May work from awkward positions

ADVANCEMENT OPPORTUNITIES:

Supervisory position

SAMPLE PLACES OF WORK:

Light, heat, and power companies
Companies that manufacture or replace electronic equipment
Any industry that does its own electrical and electronic repair work

NATIONAL WAGE RANGE:

$9,800 – $20,100

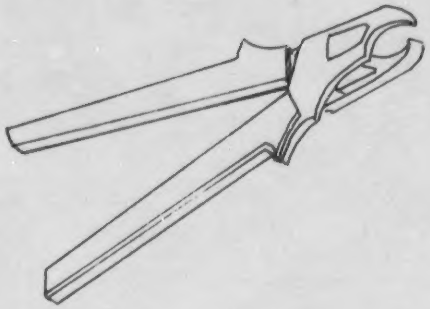
RELATED OCCUPATIONS:

Wirer, Cable
Armature Connector
Wirer, Subassemblies

MORE ABOUT THE JOB:

- **SAMPLE WORK ACTIVITIES:**

- Pull assembled crossbar frame or unit to work area, using a monorail chain hoist or handtruck
- Tie preformed wiring cable to brackets
- Position arms of cable and spread wires to facilitate wiring
- Strip insulation from ends of wires to terminals, using soldering iron or pneumatic wire-wrapping tool
- Examine and feel wires to detect loose connections
- Writes and ties tickets to wires or terminals in apparatus to identify surplus or missing wires
- Tape insulating sleeves over auxiliary lead wires of cable
- Pull or carry wired apparatus to storage area



- **HOURS OF WORK:**

Usually standard 40 hour work week

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local power company for on-the-job training
Local Guidance Counselor
See Appendix A
See Appendix B

WHERE TO GET FURTHER INFORMATION:

Communication Workers of America
1925 K. Street N.W.
Washington, D.C. 20006

Electronics Industries Association
2001 1 Street, N.W.
Washington, D.C. 20006

TO PREPARE FOR THE JOB:

- **THESE SCHOOL SUBJECTS CAN HELP YOU:**

Science
Algebra
Industrial Arts–Energy and Power Tech
Industrial Arts–Visual Communications Tech

- **EDUCATION/TRAINING NEEDED:**

On the job training
Graduation from an Approved Secondary Communication Electronics or Industrial Electronics Program
Graduation from a Voc/Tech College Industrial Electronics Program

- **SPECIAL REQUIREMENTS:**

SOC 6153
MATRIX 61080415
GOE 05.10.03
CIP 47.0103

DOT 729 381 022
724 684 014
729 281 042
729 684 062

ARMY
NAVY
COAST GUARD

AIR FORCE
MARINES

VIEW SCRIPT–254a

New Hampshire VIEW

Vital Information for Education and Work

WOOD MACHINIST

JOB DESCRIPTION:

These people carve and shape wood machine according to very exact patterns and measurements. They study blueprints, models, sketches, or customer orders to plan their work. They measure and mark wood stock to lay out the parts. They operate woodworking machines and use carpenter hand tools to cut, shape, finish, and assemble the parts. They use scales, templates, gauges, and rules to check the dimensions of completed articles.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	634	864	**TOTAL**	230	**AVE. RATE**	3.0

LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open.	STATE EMPLOYMENT BY INDUSTRY	
BERLIN	33	1	Manufacturing	85.7
CLARMONT	62	7	Trade,Whol&Ret	14.3
CONCORD	63	3		
DOVER	92	8		
KEENE	48	3		
LACONIA	64	4		
LITTLETON	15			
MANCHESTER	56	3		
NASHUA	161	9		
PORTSMOUTH	23			
PT. LAW-HAV	18			

WORK CONDITIONS:

Inside work
Usually well lighted
Some hazards from machines
May be some bending and lifting

ADVANCEMENT OPPORTUNITIES:

Supervisory position
Self-employment

SAMPLE PLACES OF WORK:

Wooden box manufacturers
Woodworking shops
Firms that build caskets
Companies that make musical instruments
Companies that make wood airplanes and gliders
Businesses that make smoking pipes
Sports equipment firms

NATIONAL WAGE RANGE:

$9.63 per hour (average)

RELATED OCCUPATIONS:

Airplane Woodworker
Wood Machinist Apprentice

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Finish, shape, and size hat blocks.
- Construct accordions.
- Make furniture parts.
- Make wooden caskets.
- Cut and shape boat oars.
- Make skis.
- Make smoking pipe stems from briar blocks.
- Build and finish sunstocks.
- Fashion wooden airplane and glider parts.
- Construct and repair wooden molds.
- Study sketches or customer orders to plan work.
- Clamp wood blocks in a vise and shave and shape their tops with a spokeshave.
- Measure and mark wood stock to lay out wood parts.
- Cut and shape parts, rasps, and a sanding machine.
- Smooth edges of cut pieces, using files, rasps, and a sanding machine.
- Carve designs into wooden parts, using hand tools and woodworking machines.
- Assemble wood and metal parts with screws, nails, or glue.
- Examine the fit and finish of completed articles.

• HOURS OF WORK:

Wood machinists working in factories may work shifts.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Local woodworking industries for on-the-job training
See Appendix B
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

International Woodworkers of America
1622 N. Lombard Street
Portland, Oregon 97217

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Industrial Arts—Materials & Process Tech.
Industrial Arts—Visual Communications Tech.
Machine Tool/Machine Shop
Carpentry

• EDUCATION/TRAINING NEEDED:

On-the-job training
Graduation from a Voc/Tech
College Machine Operator Program

• SPECIAL REQUIREMENTS:

SOC	6839	DOT	669-380-014
MATRIX	61021404		769-281-010
GOE	05.05.08		669-380-010
CIP	48.0703		

ARMY	AIR FORCE
NAVY	MARINES
COAST GUARD	

VIEW SCRIPT–255a

New Hampshire VIEW
Vital Information for Education and Work

WRITER AND/OR EDITOR

JOB DESCRIPTION:

These people use their artistic and creative skills to write material to entertain or inform people. For example, some write scripts for comedy shows or funny things for performers to say on stage. Some compose texts for operas by fitting words to music. They coordinate their material and may also direct and perform editorial activities such as reviewing their work and making necessary changes. They may also direct the activities of writers who prepare material for publication.

THINGS TO CONSIDER:

JOB OUTLOOK IN NEW HAMPSHIRE:

	1979	1990				
EMPLOYMENT:	411	723	**TOTAL**	312	**AVE. RATE**	6.9

LOCATIONS OF JOBS LABOR MARKET AREA	**1979 Employ.**	**Ave. Open.**	**STATE EMPLOYMENT BY INDUSTRY**	
BERLIN	6	1	Construction	1.3
CLARMONT	18	2	Manufacturing	85.6
CONCORD	23	2	Trans,Comm,Util	2.7
DOVER	18	4	Trade,Whol&Ret	.7
KEENE	44	1	Services-Other	7.7
LACONIA	13		Government	2.0
LITTLETON	8	6		
MANCHESTER	63	25		
NASHUA	143	6		
PORTSMOUTH	42	6		
PT. LAW-HAV	31			

ADVANCEMENT OPPORTUNITIES:

Intensive writing/editing
Supervisory position

SAMPLE PLACES OF WORK:

For yourself, as a free-lance writer or artist
Newspapers, magazines, and other publishing/printing firms
Radio, TV, and movie companies
Federal and state agencies

NATIONAL WAGE RANGE:

$12,000-$15,000

WORK CONDITIONS:

Work with people to interpret ideas
Frequent deadlines and pressures

RELATED OCCUPATIONS:

Copy Writer
Columnist/Commentator
Humorist
Poet
Editor, Dictionary
Writer, Technical Publications
Playwright

MORE ABOUT THE JOB:

• SAMPLE WORK ACTIVITIES:

- Direct the activities of writers who prepare material for publication.
- Review writers' work and make recommendations for changes.
- Read copy to detect errors in spelling, punctuation, and grammar.
- Inspect newspaper editions before they are released.
- Write policy editorials.
- Write humorous material for publications or performances.
- Compose the text of an opera, musical play, or choral work.
- Plan and produce audio and visual material for use in communications and training.

• HOURS OF WORK:

May work more than 40 hours per week. May work on weekends.

EDUCATIONAL/TRAINING PROGRAMS:

- **Learning line toll free no. 1-800-852-3408**
- For More Information Contact:

Your local newspaper, magazine, radio and TV stations
for summer internships or on-the-job training
See Appendix B—specific skills training
See Appendix C
Local guidance counselor

WHERE TO GET FURTHER INFORMATION:

The Newspaper Fund, Inc.
Box 300
Princeton, New Jersey 08540

TO PREPARE FOR THE JOB:

• THESE SCHOOL SUBJECTS CAN HELP YOU:

Literature
Journalism
History
Composition

• EDUCATION/TRAINING NEEDED:

Graduation from Voc/Tech College Program
in Specific Skills Training
Graduation from Print Media College Progran
On the job training

• SPECIAL REQUIREMENTS:

SOC	3290	DOT	132-037-026	131-067-038
MATRIX	10221201		131-267-026	131-067-022
GOE	01.01.01		132-067-018	131-067-042
CIP	08.0203		131-087-018	

ARMY	71Q	AIR FORCE	79170
NAVY	JD	MARINES	4391
COAST GUARD	PA		

APPENDIX A

APPROVED VOCATIONAL EDUCATION

SECONDARY SCHOOL PROGRAMS

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION SECONDARY SCHOOL PROGRAMS

Grades 11-12

TITLE	CIP	* BERLIN	* CLAREMONT/STEVENS	* COLEBROOK ACADEMY	* CONCORD SENIOR HIGH	* CONWAY/KENNETT	DERRY/PINKERTON ACADEMY	* DOVER	* EXETER	FRANKLIN JR.-SR. HIGH	GROVETON/NORTHUMBERLAND	* HUDSON/ALVERNE	* KEENE	* LACONIA	LANGDON/FALL MT.	* LEBANON	LINCOLN/LINWOOD	* LITTLETON	LONDONDERRY
AGRICULTURE																			
Agribus. & Ag. Prod.	01.																		
Ag. Mechanics, Gen.	01.0201			X				X	X			X			X				
Ag. Prod. Gen.	01.0301			X			X	X				X			X				
Ag. Serv. & Sup. Gen.	01.0501					X													
Horticulture, Gen.	01.0601						X	X	X			X	X		X				
Renewable Nat. Res.	03.																		
Renew. Nat. Res. Gen.	03.0101						X	X	X						X				
Forest Prod. & Proc. G.	03.0401	X		X			X												
BUSINESS & OFFICE																			
Business & Office	07.																		
Acc. Bkkg. & Rel. Prg. G.	07.0101	X	X	X	X			X	X	X	X	X	X	X		X		X	
Bus. Data Proc. & Gen.	07.0301												X						
Bus. Data Entry Eq. Op.	07.0303				X				X				X						
Sec. & Rel. Prg. Gen.	07.0601	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
Typ. Gen. Off. Rel. Prg. G.	07.0701	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Commun. System Oper.	07.0707												X						
MARKETING & DISTRIBUTION																			
Marketing & Distrib.	08.																		
Gen. Marketing Other	08.0799		X		X	X	X	X	X				X	X		X		X	X
ALLIED HEALTH																			
Allied Health	17.																		
Allied Health Other	17.9999	X	X		X		X	X	X				X	X					

*Designated Area Vocational Centers and Sub-Centers.

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION SECONDARY SCHOOL PROGRAMS

Grades 11-12
(Continued)

TITLE	CIP	MANCHESTER *	MERRIMACK	MILFORD *	NASHUA *	NEWPORT	NORTHWOOD/COE BROWN	PENACOOK/MEER VALLEY	PETERBOROUGH/CONVAL *	PITTSBURG	PLAISTOW/TIMBERLANE	PLYMOUTH *	PORTSMOUTH *	SALEM *	SOMERSWORTH *	TILTON/WINNISQUAM REG	WHITEFIELD/WHITE MTNS	WOLFEBORO/KINGSWOOD REG*	WOODSVILLE
AGRICULTURE Agribus. & Ag. Prod.	01.																		
Ag Mechanics, Gen.	01.0201						X								X		X		
Ag. Prod. Gen.	01.0301	2													X	X			X
Ag. Serv. & Sup. Gen.	01.0501																		
Horticulture, Gen.	01.0601	2					X								X		X		
Renewable Nat. Res.	03.																		
Renew. Nat. Res. Gen.	03.0101	2					X										X		
Forest Prod. & Proc. G.	03.0401																		
BUSINESS & OFFICE Business & Office	07.																		
Acc. Bkkg. & Rel. Prg. G.	07.0101	4	X	X	X	X	X	X	X			X	X	X	X		X	X	
Bus. Data Proc. & Gen.	07.0301																		
Bus. Data Entry Eq. Op.	07.0303				X														
Sec. & Rel. Prg. Gen.	07.0601	4	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X
Typ. Gen. Off. Rel. Prg. G.	07.0701	4	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Commun. System Oper.	07.0707																		
MARKETING & DISTRIBUTION Marketing & Distrib.	08.																		
Gen. Marketing Other	08.0799	3	X	X	X			X				X		X	X				
ALLIED HEALTH Allied Health	17.																		
Allied Health Other	17.9999	X			X				X										

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION
SECONDARY SCHOOL PROGRAMS

Grades 11-12
(Continued)

TITLE	CIP	BERLIN*	CLAREMONT/STEVENS*	COLEBROOK ACADEMY*	CONCORD SENIOR HIGH*	CONWAY/KENNETT*	DERRY/PINKERTON ACADEMY	DOVER*	EXETER*	FRANKLIN JR.-SR. HIGH	GROVETON/NORTHUMBERLAND	HUDSON/ALVERNE*	KEENE*	LACONIA*	LANGDON/FALL MT.	LEBANON*	LINCOLN/LINWOOD	LITTLETON*	LONDONDERRY
HERO (Home Ec. Rel. Occup.) Vocational Home Ec.	20.																		
Child Care & Serv. G.	20.0201	X			X				X				X	X					
Clothing, App., Text.	20.0301												X						
Food Prod. Mgt. Serv.	20.0401				X			X	X				X						
TRADES & INDUSTRIAL Consumer Personal Serv.	12.																		
Cosmetology (Gr. 10-12)	12.0403							X											
Construction Trades	46.																		
Carpentry (Bldg. Tr.)	46.0201	X			X	X	X	X	X				X	X				X	X
Electrician	46.0302						X	X	X										
Building Maintenance	46.0401																		
Plumb. Pipf. Stmfit. G.	46.0501																		
Construc. Tr., Other	46.9999																		
Mechanics & Repairers	47.																		
Commun. Electronics	47.0103																		
Indust. Electronics	47.0105				X				X				X						
Major Appliance Repr.	47.0106																		
Computer Electronics	47.0104																		
Heat, AC, Ref., Mech. Gen.	47.0201						X												
Opr. Maint. Repr. AV Eq.	47.0405																		
Automotive Body Repr.	47.0603								X										
Automotive Mechanics	47.0604	X			X	X	X	X	X				X					X	
Diesel Engine Mech.	47.0605																		
Small Engine Repair	47.0606													X					

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION SECONDARY SCHOOL PROGRAMS

GRADES 11-12
(Continued)

TITLE	CIP	* MANCHESTER	MERRIMACK	* MILFORD	* NASHUA	NEWPORT	NORTHWOOD/COE BROWN	PENACOOK/MEER VALLEY	* PETERBOROUGH/CONVAL	PITTSBURG	PLAISTOW/TIMBERLANE	* PLYMOUTH	* PORTSMOUTH	* SALEM	* SOMERSWORTH	TILTON/WINNISQUAM REG	WHITEFIELD/WHITE MTNS	WOLFEBORO/KINGSWOOD REG*	WOODSVILLE
HERO (Home Ec. Rel. Occup.) Vocational Home Ec.	20.																		
Child Care & Serv. G.	20.0201	X			X								X	X	X				
Clthing, App., Text.	20.0301	X			X				X				X		X		X	X	
Food Prod. Mgt. Serv.	20.0401																		
TRADES & INDUSTRIAL Consumer Personal Serv.																			
Cosmetology (Gr. 10-12)	12.0403																		
Construction Trades																			
Carpentry (Bldg. Tr.)	46.0201	X		X	X				X			X	X	X	X			X	
Electrician	46.0302	X		X	X														
Building Maintenance	46.0401	X																	
Plumb. Pipf. Stmfit. G.	46.0501	X			X														
Construc. Tr., Other	46.9999																		
Mechanics & Repairers	47.																		
Commun. Electronics	47.0103	X		X	X				X					X					
Indust. Electronics	47.0105																		
Major Appliance Repr.	47.0106																		
Computer Electronics	47.0104																		
Heat, AC, Ref., Mech. Gen.	47.0201																		
Opr. Maint. Repr. AV Eq.	47.0405													X					
Automotive Body Repr.	47.0603	X											X						
Automotive Mechanics	47.0604	X			X								X	X	X				
Diesel Engine Mech.	47.0605																		
Small Engine Repair	47.0606				X							X						X	

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION SECONDARY SCHOOL PROGRAMS

Grades 11-12
(Continued)

TITLE	CIP	* BERLIN	* CLAREMONT/STEVENS	* COLEBROOK ACADEMY	* CONCORD SENIOR HIGH	* CONWAY/KENNETT	DERRY/PINKERTON ACADEMY	* DOVER	* EXETER	FRANKLIN JR.-SR. HIGH	GROVETON/NORTHUMBERLAND	* HUDSON/ALVERNE	* KEENE	* LACONIA	LANGDON/FALL MT.	* LEBANON	LINCOLN/LINWOOD	* LITTLETON	LONDONDERRY
Precision Production	48.																		
Drafting, General	48.0101	X	X			X	X	X	X				X						
Graph. & Print. Com. G.	48.0201	X			X	X													
Mach. Tool/Mach. Shop	48.0503	X	X		X	X		X	X				X	X					
Sheet Metal	48.0506																		
Welding, Braz. & Sold.	48.0508	X			X		X												
Millwork & Cab. Mkg.	48.0703																		
STEP-SPECIAL TR. for EMP. PROG. STEP	98.																		
Special Separate Programs for Disadvantaged		X																	
Special Separate Programs for Handicapped		X			X		X		X		X								

FY 1983

SCHOOL YEAR 1982-83

APPROVED VOCATIONAL EDUCATION SECONDARY SCHOOL PROGRAMS

Grades 11-12
(Continued)

TITLE	CIP	MANCHESTER*	MERRIMACK	MILFORD*	NASHUA*	NEWPORT	NORTHWOOD/COE BROWN	PENACOOK/MEER VALLEY	PETERBOROUGH/CONVAL*	PITTSBURG	PLAISTOW/TIMBERLANE	PLYMOUTH*	PORTSMOUTH*	SALEM*	SOMERSWORTH*	TILTON/WINNISQUAM REG	WHITEFIELD/WHITE MTNS	WOLFEBORO/KINGSWOOD REG*	WOODSVILLE
Precision Production	48.																		
Drafting, General	48.0101	X		X	X				X					X			X		
Graph. & Print. Com. G.	48.0201	X			X									X					
Mach. Tool/Mach. Shop	48.0503	X		X	X								X						
Sheet Metal	48.0506	X																	
Welding, Braz. & Sold.	48.0508												X						
Millwork & Cab. Mkg.	48.0703				X														
STEP-SPECIAL TR. for EMP. PROG.																			
STEP	98.																		
Special Separate Programs for Disadvantaged																			
Special Separate Programs for Handicapped		X	X								X		X						

FY 1983

SCHOOL YEAR 1982-83

SCHOOLS AND ORGANIZATIONS
APPROVED TO OFFER
VOCATIONAL EDUCATION
SERVICES & PREVOCATIONAL
COURSES

Grades 7-Adult

TITLE	ALSTEAD MIDDLE	ALTON	ASHLAND HIGH SCHOOL	* BERLIN	BERLIN/JR. HIGH	BETHLEHEM/PROFILE	* CLAREMONT/STEVENS	* COLEBROOK ACADEMY	* CONCORD SENIOR HIGH	* CONWAY/KENNETT	DERRY/PINKERTON ACADEMY	* DOVER	DURHAM/OYSTER RIVER	* EXETER	FARMINGTON HIGH SCHOOL	FRANKLIN JR.-SR. HIGH	GILFORD MIDDLE HIGH	GROVETON/NORTHUMBERLAND	HAMPTON/WINNACUNNET	* HANOVER	HUDSON/ALVIRNE	* KEENE	* LACONIA
SPEC. SERVICES FOR DISADV. IN REGULAR PROGRAMS				X			X	X	X	X	X	X	X	X				X		X	X	X	X
SPEC. SERVICES FOR HAND. IN RECULAR PROGRAMS				X			X	X	X	X	X	X	X	X				X		X	X	X	X
EQUAL ACCESS								X	X	X	X	X	X	X		X	X	X			X		
CONSUMER AND HOMEMAKING			X	X			X	X	X		X	X		X		X		X				X	
INDUSTRIAL ARTS	X	X		X	X	X	X			X	X		X	X	X	X			X			X	

*Designated Area Vocational Centers and Sub-Centers

FY 1983

SCHOOL YEAR 1982-83

SCHOOLS AND ORGANIZATIONS
APPROVED TO OFFER
VOCATIONAL EDUCATION
SERVICES & PREVOCATIONAL
COURSES

Grades 7-Adult

TITLE	LANGDON/FALL MT	LEBANON *	LINCOLN/LINWOOD	LISBON	LITTLETON *	LONDONDERRY	MANCHESTER *	MEREDITH/INTERLAKES	MERRIMACK	MILFORD *	MOULTONBORO ACADEMY	NASHUA SR. HIGH *	NASHUA JR. HIGHS	NEW MARKET CENTRAL	NEWPORT	NORTHWOOD/COE BROWN	PELHAM	PEMBROKE ACADEMY	PENACOOK/MEER VALLEY	PETERBOROUGH/JR.&SR. HIGH *	PITTSBURG	PLYMOUTH *	PORTSMOUTH *
SPEC. SERVICES FOR DISADV. IN REGULAR PROGRAMS	X	X	X		X	X	X		X	X		X			X	X			X	X	X	X	X
SPEC. SERVICES FOR HAND. IN REGULAR PROGRAMS		X			X	X	X			X		X			X	X			X	X	X	X	X
EQUAL ACCESS		X						X	X	X											X		X
CONSUMER AND HOMEMAKING				X	X		3		X	X		X			X	X	X				X		X
INDUSTRIAL ARTS			X	X	X	X		X		X	X	X	3	X	X					X	X	X	

FY 1983

SCHOOL YEAR 1982-83

SCHOOLS AND ORGANIZATIONS APPROVED TO OFFER VOCATIONAL EDUCATION SERVICES & PREVOCATIONAL COURSES

Grades 7-Adult

TITLE	ROCHESTER	SALEM *	SOMERSWORTH *	SOMERSWORTH MIDDLE	STRATFORD	SWANZEY/MONADNOCK REG	TILTON/WINNISQUAM REG	W CANAAN/MASCOMA	WHITEFIELD/WHITE MTNS	WINCHESTER/THAYER	WOLFEBORO/KINGSWOOD REG *	WOODSVILLE
SPEC. SERVICES FOR DISADV. IN REGULAR PROGRAMS		X	X		X	X	X	X	X	X	X	X
SPEC. SERVICES FOR HAND. IN REGULAR PROGRAMS		X	X		X		X	X	X		X	X
EQUAL ACCESS		X	X								X	
CONSUMER AND HOMEMAKING		X	X			X	X	X	X		X	X
INDUSTRIAL ARTS		X		X				X		X	X	X

SECONDARY SCHOOL SUPPLEMENT 1983

Approved Industrial Arts Programs that will be offered in the near future.

1. Industrial Arts Energy and Power Technology:

The study of the industrial-technical information, careers, and their requirements; includes learning experiences that involve the theory, harnessing, and controlling of power including: sources, generation, conservation, transmission, exploration in mechanical, electrical, pneumatic and hydraulic power.

electricity
electronics
power mechanics
transporation
alternative energy
energy conservation
new and emerging technology

2. Industrial Arts Materials and Process Technology:

The study of the industrial-technical information, careers, and their requirements; includes learning experiences that involve the application and use of the various tools, machines, materials, and processes associated with wood, metals, and plastic. In addition, their properties and utilization as they are fabricated into more usable products are studied.

wood technology
woodworking
metal technology
metalworking
plastic technology
new and emerging technology

3. Industrial Arts Visual Communications Technology:

The study of the industrial-technical information, careers, and their requirements; includes learning experiences that involve: transmitting ideas, thoughts or concepts through drafting, printing, photography, and electronic communication devices.

drafting (drafting fundamentals, mechanical
  engineering, architectural)
photography
graphic arts
new and emerging technology

APPENDIX B

VOCATIONAL/TECHNICAL INSTITUTE AND COLLEGES

VOCATIONAL/TECHNICAL PROGRAMS AND OCCUPATIONAL MATRIX

NEW HAMPSHIRE TECHNICAL INSTITUTE

Location: Concord, New Hampshire

Expenses:	Resident	Non-resident
Tuition	$ 950	$3,400
Room & Board	1,760	1,760
1 Semester Total	$2,710	$5,160

General Information

Philosophy

The Institute emphasizes high quality technical education.

Each academic program reflects contemporary technical principles and practices. Math, science, communications and social science courses enhance the curriculum enabling graduates to achieve career goals and personal fulfillment as enlightened, productive members of society.

Graduates from the Technical Institute are professionals equipped with the knowledge, skills, habits, attitudes, and ideals essential for success in initial employment and for advancement.

Objectives

The New Hampshire Legislature declared it would be the policy of the State to provide facilities to prepare qualified high school graduates as technicians and to promote the general economy of the State.

To carry out that dual mandate of education and concern for the general economy of the State, New Hampshire Technical Institute established the following objectives:

1. To provide educational programs needed to develop and expand the New Hampshire economy.
2. To prepare the student with a high quality education for a paraprofessional career.
3. To provide the student with the educational background to facilitate advancement in his or her chosen career.
4. To offer the quality and breadth of curriculum to permit transfer credit to pursue advanced degrees in other institutions of higher education.
5. To help the student understand and adjust to the personal and social needs of self and associates, to develop self-discipline, and to work effectively and cooperatively with others.
6. To provide continuing education and community service programs.

Although the primary objective of NHTI is to prepare its students for employment, students seeking admission to other institutions of higher learning may reasonably expect to receive transfer credit for course work completed at the Institute.

In the past, students from New Hampshire Tech have transferred credits to such four-year baccalaureate institutions as Boston University, Ferris State College, Harvard University, Husson College, Keene State College, University of Lowell, New England College, New Hampshire College, City University of New York, Northeastern University, University of Notre Dame, Plymouth State College, Rensselaer Polytechnic Institute, Rochester Institute of Technology, Rivier College, St. Anselm College, University of Bridgeport, University of Colorado, University of Hawaii, University of Maine, University of New Hampshire, University of Virginia, Vermont Technical College, Washington State University, Wentworth Institute and others.

History

The campus of the New Hampshire Technical Institute on Fan Road in Concord opened in 1965 with 256 students. Four educational programs were offered. They were Electronic, Electric, and Mechanical Engineering Technologies and Electronic Data Processing.

A major change occurred in 1970 when educational programs for nursing, radiologic technology and dental hygiene were started at the Institute. New programs were added through the years to meet the demands of New Hampshire industries and health agencies for well-educated and competent semi-professional personnel.

The Institute has grown to the point where it provided educational services to more than 2,100 persons during the fall term of the 1980-81 academic year.

In December 1980, NHTI awarded its 2,500th associate degree or one-year certificate. Approximately half were in the health field, the remaining were in the engineering technologies and business.

From its inception, New Hampshire Tech has been committed to provide the highest quality educational programs possible, with due consideration for cost both to taxpayers of New Hampshire and to the students. Institute curricula undergo a process of constant re-evaluation and revision to remain up-to-date in the technologies and methods of teaching.

Geographical Setting

Situated on a broad oxbow of the Merrimack River, near downtown Concord, the Institute offers an ideal combination of social, cultural and recreational opportunities for its students.

Within the boundaries of its 225 acre campus, NHTI has a pond, woods, farmland, broad expanses of open field and frontage on the river.

Concord is the capital city of New Hampshire and is the hub of the State government and other organizational groups. The city (32,000 population) has many concerts, art and historical exhibits, and other special events throughout the year. Numerous athletic facilities in Concord are open to Tech students.

The campus is adjacent to Interstate 93 and within two miles of other principal state highways. It is within easy driving distance to metropolitan Boston, the coast, and lakes and mountains of northern New England.

NEW HAMPSHIRE VOCATIONAL/TECHNICAL INSTITUTE

Location:

Berlin
Claremont
Laconia
Manchester
Nashua
Stratham

Expenses:

Tuition and Fees*	Resident	Non-resident
Tuition Advance	$ 50	$ 50
Fall Term	$284	$1,050
Winter Term	$283	$1,050
Spring Term	$283	$1,050
	$900	$3,200

Tuition for Summer Term will be pro-rated based on the length of the term.

Miscellaneous	
Books and Supplies	$200 – $400
Activities	$ 20 – $ 50
Allied Health Uniforms	$ 50 – $ 75
Graduation Fee	$ 10 – $ 30

*Tuition rates may change from year to year. Applicants should check with the college of their choice for more specific information about miscellaneous charges as these are estimates and will vary with the program selected.

Overview

Objectives

The New Hampshire Vocational-Technical Colleges are dedicated to the belief that each individual should be given a continuing opportunity for the development of skills and knowledge and an increasing awareness of his or her role and responsibility in society. Each College is devoted to serving the occupational education needs of its region and of the state of New Hampshire and each assumes a responsibility to help meet the requirements for a skilled workforce through a cooperative effort with local industry, business, service, and health organizations.

The New Hampshire Vocational-Technical Colleges provide collegiate education designed to prepare women and men for employment in health, business, and industrial occupations. Opportunities in a variety of programs are available to young men and women whose interests, needs, and abilities demand quality and relevant education.

One of the major objectives is to prepare students for employment and advancement upon graduation. To achieve this objective, programs are designed to assist students in developing skills through planned practical experience. Equipment and materials, similar to those in business, the health profession and industry are used. The professional staff at the colleges reflect a blend of extensive academic and work experience. The major programs of studies include courses in English, social sciences, mathematics and physical or biological sciences.

The New Hampshire Vocational-Technical College System believes it is important that the individual establish value as a person—in the eyes of that individual and in the eyes of the community. This value increases through an educational program geared to the continuous development of human potential. Acquisition of basic knowledge and saleable skills is only the beginning of the process of education and development that continues throughout life.

The objectives of the New Hampshire Vocational-Technical Colleges are:

1. To prepare the student for immediate career employment upon graduation.
2. To prepare the student for advancement up a career ladder.
3. To provide an educational background that is broad enough for the student to continue his/her education and training according to his/her and society's changing needs.
4. To provide the student with an educational experience ensuring flexibility of occupational choice.

History

The New Hampshire Vocational-Technical Colleges are two year public institutions of higher education established as part of a state-wide system of six Vocational-Technical Colleges and one Technical Institute.

Service to the people of New Hampshire is a tradition of the Vocational-Technical Colleges. The Colleges are located regionally to assure that all the people of New Hampshire will have an opportunity to avail themselves of high quality, low-cost, post-secondary occupational education programs.

The Colleges are located in Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth.

In 1945, the New Hampshire Legislature authorized the State Board of Education to establish and administer one or more post-secondary, state supported vocational-technical schools. Since that time, the people of New Hampshire through the voice of their Legislators, have supported the continuing growth of the New Hampshire Department of Education's Post-Secondary Education system. Subsequently, the vocational-technical programs available in the two original schools in Portsmouth and Manchester have been enlarged and supplemented by the establishment of four additional Vocational-Technical Colleges in Berlin (1966); Claremont and Laconia (1968); and Nashua (1970). The New Hamsphire Technical Institute in Concord opened its doors in 1966.

Since its inception, the New Hampshire State Department of Education's Post-Secondary Education system has expanded and diversified to meet the ever changing demands of the workforce that meets the needs of New Hampshire business, industrial, health and service occupations. As a result, the two state Trade Schools in Manchester and Portsmouth, which emphasized skills needed in the electrical, mechanical and service trades, evolved into the original State Technical Institutes and finally into the present system of a Technical Institute and six Vocational-Technical Colleges. This system is administered by the Post-Secondary Education Division of the State Department of Education established in July of 1972.

The Colleges offer certificate or diploma programs of one year or less and an Associate in Applied Science Degree in programs generally extending over a two year period. The number and variety of programs has grown and diversified, as have business, industrial, health and service needs. Each institution conducts an Extension Division trailored to serve both the short-range and the long-range needs of the local communiites which it serves. Enrollment totals over 1800 students for the regular daytime programs and approximately 15,000 students for the Extension Division.

BERLIN

General Information

Since greeting the charter class of 94 students in September 1966, Berlin has been committed to quite specific goals. Some of these goals have been and are accomplished each year, while others, due to the nature of the educational process, will present the never-ending challenge. However, towards these goals. the College marshalls its resources each year. Simply stated, the goals have been to prepare its students to: 1) get a job, 2) hold a job, and 3) advance to a better job.

To meet these goals the College has, through action of the State Legislature, been well endowed with bricks and mortar, appropriate equipment to teach tomorrow's skills today, and above all, a faculty and staff each with many skills used for the enhancement of the student body.

Success has come to this institution only by reflection, for it is through the success and satisfaction of its students that a college can prosper. In the College's first decade some 1300 men and women have come to know and appreciate the advantages of small classes, instructors who view learning as a cooperative adventure, and the lasting friendships with people met for the first time in Berlin. Nearly all of these people are employed in an occupational setting closely akin to that for which they were prepared by the College. So, you can see, two of the College's three goals are manifestly met; the third goal is being achieved by more graduates with each passing year.

The College is situated on a 325-acre campus on the outskirts of Berlin, a manufacturing city of 15,000 inhabitants. The majority of Berlin students have graduated from area high schools within a forty-mile radius, which by definition means that the College has a rural, cooperative atmosphere. A significant portion of the student body is from "downstate," while a smaller number come from neighboring New England states. Students are attracted not only by our programs shared with some of our sister Colleges (Automotive, Electricity, Electronics, Drafting, Machine Tool Processes, Practical Nursing, Accounting and Secretarial Science), but those not found elsewhere in the Vocational-Technical College System (Culinary Arts, Mid-Management, Natural Resources Management, Food Service Supervision).

A strong influence on prospective students is the College's location in an outdoor paradise. Be it white water canoeing, hiking the Appalacian Trail, skiing the best slopes in the East, snow-machining, hunting white-tailed deer, playing competitive hockey, or fishing for brook trout, each is within thirty minutes of the College!

Considering the above items as a complex, interacting whole, one has a vibrant, friendly atmosphere conductive to fulfilling the primary objectives of the College, as well as meeting many of the personal needs of students of all ages. Within the limits of its resources, the College has been and is committed to meeting as many of the individual and collective needs of its students as it can. Those faculty and staff expect to continue those commitments which have brought satisfaction to so many.

Athletics

Berlin offers both an intercollegiate athletic program and an intramural program. The varsity intercollegiate athletic activities at the College are open to all students. The College is a member of the New England Small College Conference and participates regularly in basketball, baseball, hockey, and soccer, intramural basketball, golf, and an intercollegiate ski team. A nine hole golf course is located in nearby Gorham and tennis can be enjoyed by anyone in the area on the courts available in downtown Berlin.

Housing

Berlin provides limited dormitory housing on campus for female students, while most students take advantage of rooms and apartments in town. Breakfast and noon meals are available at the College dining room for all students. Please communicate directly with the Dean of Students for additional information on housing and room accommodations.

CLAREMONT

General Information

At Claremont career choices are blended with innovative instruction in a relaxed atmosphere which encourages students to shape their own futures through personal, social and professional growth. The college is located in the Connecticut River Valley between Keene and Hanover on Route 120. Two miles north of the business center of Claremont, this rural 140-acre campus is a 10 minute drive from Interstate 91 and is close to several industrial and health centers in New Hampshire and Vermont, including Keene, Lebanon, Hanover and Springfield. Students are able to find challenging jobs near their homes and employers are assured of a nearby source of highly skilled workers.

Just over 375 students attend the Claremont college. About two-thirds are women and over 80 percent are New Hampshire residents. Most of the students in the technical and secretarial programs come from southwestern New Hampshire or from neighboring Vermont towns and commute to the college. Students in the seven allied health programs come from throughout New Hampshire. Although the college does not provide dormitories, apartments and rooms are available to rent in the area and most students have roommates who are also classmates.

The campus includes the original classroom building which was opened in 1968 as well as the recently completed allied health addition. Included are classrooms, laboratories, a student lounge, canteen, a large multi-purpose area which can be used for student convocations and a modern well-equipped library. The library has more than 7,000 volumes and subscribes to 90 periodicals. Microfilm and microfiche are used to store much of the resource material and up-to-date equipment makes retrieval of this information convenient. Records, cassettes and paintings are available for student loan.

The Claremont college specializes in health programs (but also offers technical and business programs). It is the only college among the six State-supported vocational-technical colleges to offer the following programs: Medical Assistant, Medical Laboratory Technician, Medical Records Technician, Occupational Therapy Assistant, Physical Therapist Assistant, and Respiratory Therapy. Practical Nursing is also offered.

Coursework in these programs includes experience in area and state health-care facilities, and training is both practical and intensive. NHVTC-Claremont students have consistently scored above the national average on their certification exams, which are taken after graduation.

Technical programs include Industrial Mechanical Drafting (design level), Industrial Electricity, Industrial Electronics, and Machine Operator.

Secretarial Science is offered as either a one-year or a two-year business program. (The Medical Assistant and Medical Record Technician programs mentioned above are also considered as business programs.)

1053

A Special Service Department, which is unique to Claremont, offers assistance to any student in the college who may experience academic difficulty. This department also administers the Vestibule Program and the Specific Skills Training Program for handicapped students who are not qualified for regular admission to the college. Another Claremont specialty is the Interpreter-Tutor Training Program for those who wish to work with the deaf.

An Exploratory Program is offered for those few students who have not decided on a career area, and who wish to sample various courses in the major programs.

Accreditation

Accreditation is a voluntary process initiated by the College. Accreditation means that a program has met or exceeded established criteria for quality programs and that the program continues to meet these standards. Both national professional associations and state regulatory agencies serve as accrediting bodies.

The process of certification, registration, and licensure involve individual persons meeting established criteria established by professional associations or, in case of licensure by individual states. In some professional fields eligibility for licensure, certification, or registration depends on the person graduating from an approved or accredited program.

The College strives to maintain the high quality of instruction necessary for national or state accreditation standards.

It is the student's responsibility to know the details of registration, licensure, or certification and to make arrangements for obtaining same. The successful completion of registry or licensure examinations, if required, is the responsibility of the student.

LACONIA

General Information

The New Hampshire Vocational-Technical College at Laconia is situated on Prescott Hill (Route 106), two miles south of downtown Laconia on a 48 acre campus overlooking the entire Lakes Region and the White Mountains.

Located on the four Indian Lakes: Winnisquam, Paugus, Winnipesaukee and Opechee, Laconia lies almost in the geographic center of New Hampshire. The City's recreational facilities, including five parks and three beaches are excellent; far exceeding what is normally found in a city its size. The Lakes Region area provides a wide range of leisure time activities, including snow and water skiing, swimming, boating, fishing, hunting, tennis, golf, hiking, snowmobiling, nightly dancing and entertainment. In addition to its fine recreational facilities, Laconia also has two top rated public libraries, with volumes approaching 50,000.

History and Facilities

The College was established in 1967 and underwent a major physical expansion in 1980. It currently offers nine academic classrooms which support the fifteen technical laboratories. Rounding out this modern facility are a large student lounge and eating area, a comprehensive multimedia resource center, bookstore, conference and seminar rooms, faculty offices and a general administrative area. All laboratory areas feature current, accurate equipment. Classroom and laboratory [illegible] generally continue for three class periods which allows sufficient time for projects and [illegible] up.

Of particular pride to us and important to prospective students is the informal, friendly and caring atmosphere at the College. This feeling comes from hard work and not by accident. Small classes, seldomly exceeding 20, and close personal attention and support from each instructor combine to help a student realize her/his full potential. Student conference periods are built into each instructor's schedule for extra help or counseling.

Student Activities

A conscientious effort is made to provide a variety of extra curricular activities for the student body. While there are a regular assortment of activities offered, every attempt is made to meet the will and need of the student body if it desires new activities. An active Student Senate organization promotes and coordinates student activities and clubs and allocates the disbursal of student activity funds.

A diversified intramural program supplements a limited intercollegiate sports program. The intent of these programs is to encourage all students to participate in activities which help provide relaxation from the academic demands of the College.

Housing

The Laconia College is especially fortunate to have many housekeeping cottages on lakes Winnisquam and Winnipesaukee available to its students. Over a period of years our students have gravitated to this type of facility in preference to most others. These are winterized tourist cabins which two or three students share at a cost approximating $30 per week per person (this can change). These facilities are privately owned and are rented directly to the students involved. No responsibility or liability for these facilities is assumed by the College. Arrangements for housing are usually made in July.

Extension Division Programs

The Extension Division offers a wide variety of classes to meet the educational needs and interests of the Lakes Region student and adult community. Credit and non-credit courses are offered evenings during the Fall, Winter, Spring and June Summer terms. Special courses may be arranged upon request from business, industrial, labor, professional or other responsible groups.

Tuition and Other Expenses

Tuition varies with the length of the course and is listed for each course in the Extension Division brochure, as is the registration fee. Tuition and registration fees are due during the registration period since the direct cost of the Division must be met by these payments. Refunds are not granted after the first full week of classes.

One degree program is presently offered through the Laconia Extension Division. This program is the statewide Fire Protection Program, with classes held three terms per year. This unique extension program has been in operation for nine years. In addition, several certificate programs are offered. Brochures explaining class offerings are available for each term. For further information contact the Extension Division at the College.

MANCHESTER

General Information

The New Hampshire Vocational Technical College at Manchester was founded in 1945 as one of the two New Hampshire State Trade Schools. Since that time graduates have been produced under institutional names of "The New Hampshire Technical Institute" 1949–1965, "The New Hampshire Vocational Institute" 1965–69, and "The New Hampshire Vocational Technical College, Manchester" 1969–Present.

In 1963 the Legislature appropriated funds to replace the original building located on Webster Street in Manchester, with a modern, well equipped building parallel to Interstate 293 with access from Route 293 to Front Street in Manchester. The 1979 session of the Legislature authorized further expansion of the existing facility and equipment for a new classroom-laboratory building. The 57 acre site now has a 136,000 square foot building, and parking accommodations for 540 vehicles.

The present facilities include space for classroom and laboratory or shop areas and the instructional equipment necessary for a curriculum in each of the following: Automotive Technology; Building Construction Technology; Drafting Technology; Heating, Ventilation and Air Conditioning; Industrual Electricity; Industrial Electronics; Machine Tool Processes; and Welding Technology. All of these are two-year Associate in Applied Science Degree programs.

Upon completion of the expansion project in 1982, it is expected the following programs will also be offered at the Manchester campus: Licensed Practical Nurse, Medical Assistant, Solar Technician, Energy Conservation and Use Technician, Commercial Illustration and Design, and Engineering Office Technician. These are also two-year Associate in Applied Science Degree programs.

These facilities also include student lounge, auditorium, a cafeteria and kitchen space serving 150 students at one sitting, and a locker and shower area on the ground floor with a forty student capacity.

A new modern library facility was completed in June, 1976. It includes a conference room with folding doors allowing for small group sessions or individual study areas, a student typing room, a librarian's office, a work room for audio visual production, and a photography dark room. The work room and dark room contain microfilm readerprinters for microfiche, and are equipped for work with film strips, slides, cassettes, and microfilm.

The library has the capacity of some 15,000 volumes/books with 125–150 periodicals and newspapers and can easily accommodate 90–100 students.

The 1979 session of the Legislature authorized the construction and equiping of a new classroom-laboratory building and additional parking. This addition to the campus will enable the college to expand its present programs and plan new ones.

Student Life and Activities

Manchester offers both intercollegiate and intramural athletic programs. The College is a member of the Northern New England Small College Conference and participates in basketball, skiing, baseball and hockey on the intercollegiate level. Intramural sports carried on at the College include softball, bowling, horseshoe pitching, volleyball and ping pong.

Other activities include Camera Club, Chess Club, Outing Club, Judicial committee, Student Senate, Yearbook Committee, Dance and Social Committee, Fraternities, Freshman/Senior Class meetings. The college also provides a game and lounge area.

Outside recreational areas include a basketball court, softball/soccer field, volleyball area, and horseshoe pitching for student relaxation and enjoyment.

Counseling

In order to offer help to students who seek increased self-understanding and insight into the academic, vocational, social and personal conflicts that most college students face, counsling is available to discuss a wide range of matters and issues with students. Through a confidential counseling relationship, the student is often able to achieve a new level of understanding which will allow him/her to find more productive ways of handling present and future experiences. (Referral is also available, upon request, to private and community health agencies and services.)

Placement

Manchester, the oldest College in the Vocational-Technical College system, is finding that many of its graduates are now in the position of interviewing and hiring our current graduates.

The College maintains a close relationship with local and New Hampshire business and industry. Job interviews with business and industrial personnel offices are handled through the Dean of Instruction with the help of the College faculty. Our graduates generally find excellent employment opportunities through the combined efforts of the College staff and the students.

Ninety-eight percent of the 1988 graduating class were successfully placed in jobs related to their training, and seventy-five percent were placed in the State of New Hampshire.

NASHUA

General Information

Since its opening in 1970 the "Tech" College at Nashua has been successfully meeting the needs of New Hampshire in general, and of the Greater Nashua area in particular. Historically, over 93% of the graduates have been placed within ninety days after graduation. Every effort is made to keep up with modern technology through the purchase of the latest, state-of-the-art equipment. Curriculum changes are coordinated with advice from representatives of the business and industrial community insuring that programs are up to date and synchronized with the needs of society.

In 1976 the College expanded its facilities to include the most modern automotive laboratory in the State, featuring the only diesel and auto body degree programs in the East. An addition to the existing facilities is expected to be occupied by 1982. This much needed addition will feature an expanded science area, general classrooms, and a model office laboratory. It will also contain an industrial training laboratory allowing the College to offer both short-term and long-term training programs designed to meet the needs of industry.

Growth is the by-word at this College. The last decade has seen a significant increase in full-time day enrollment as well as in the Extension Division. People attend the "Tech" College because of programs that provide them with sound, practical training that will lead to successful employment or because they wish to upgrade their skills and otherwise keep up with technological progress.

For those students who are unable to commute from their homes, assistance is provided in finding off-campus housing. Extra-curricular activities are similar to those found at other commuter colleges and are based upon student interests. These may include soccer, basketball, baseball, hockey, outing club, newspaper and, of course, student government, to name a few. A small student-faculty ratio allows the students to receive more personal attention and prevents them from being lost in a crowd. The majority of the full-time day students work part time, between ten and twenty-five hours per week. Approximately one-third of the day enrollment receives financial aid.

While proximity and low cost are two reasons why students enjoy their education at the "Tech" College, the most important reason is because the College has excellent programs that provide an education and training that prepare men and women for successful employment in two short years.

GROWTH, UNIQUENESS and EXCELLENCE are common terms when referring to the N.H. Vocational-Technical College in Nashua.

STRATHAM

General Information

The New Hampshire Vocational-Technical College at Stratham is ideally located to serve the industrial needs of the Seacoast area. In recent years, southern New Hampshire has experienced significant growth both in terms of population and industrial expansion. This growth, however, has been planned—providing a rewarding work environment as well as a variety of leisure time activities. Bordering the Atlantic Ocean, and an hour's drive to the New Hampshire mountains or Metropolitan Boston, Massachusetts, the Portsmouth campus provides the opportunity to develop marketable skills appropriate to the economy and the needs of the community and the state.

The college located at 277 R Portsmouth Avenue is easily accessible from Portsmouth and Exeter. The facilities are new as the College has recently moved from Portsmouth. All facilities are located on the Campus site.

Placement opportunities for the NHVTC-Stratham graduate have been outstanding. Nearly 100% of the graduating seniors are employed upon graduation. Each year, however, a number of graduates choose to continue their education and pursue baccalaureate degrees. Many alumni presently hold key managerial and supervisory positions in industries throughout New England.

The college daytime enrollment is approximately 300 students. The majority of the students reside in the Rockingham and Stafford counties of New Hampshire and most commute within a fifty-mile radius of the campus. Additionally, the border communities in Maine and Massachusetts supply a substantial number of out-of-state enrollments. Students attending NHVTC quickly realize the value and rewards of small group instruction. The collegiate atmosphere, characterized by mutual respect and cooperation between students and staff, enhances the educational process.

Programs of Study

Students attend NHVTC-Stratham as a first step toward fulfilling their career goals and objectives. All programs consist of classroom theory, practical application in laboratories and shops, and general education skills. Consequently, the Stratham graduate enters the world of work equipped with the knowledge, skills and attitudes needed to assume a productive role in the community.

Students may choose among four major technical programs of study including: Automotive Services, Electronics, Machine Tool Processes and Mechanical Drafting, as well as an 11-month diploma program in Practical Nursing.

The college calendar for the technical student consists of three terms: Fall, Winter and Spring. Nursing students require an additional Summer term to complete the 11 month program. Upon successful completion of the nursing curriculum, students are prepared to take the state licensing examination.

The automotive degree program is designed to prepare students for successful completion of all eight mechanics' certification tests (National Institute for Automotive Service Excellence—NIASE). The drafting program is nationally recognized as an extremely comprehensive course of study and is endorsed by the American Institute for Design and Drafting. For students who select the electronics program, three specialty options are available; analog/communications technology, computer science and industrial electronics.

With the assistance of craft committees, all programs are under constant advisement by local industry or health care agencies. This arrangement assures the instructional staff and students that up-to-date techniques, materials, and equipment are utilized.

Mathematics Program

The prime objective of the math program at NHVTC-Stratham is to provide students with the opportunity to develop the math skills necessary for their chosen technology.

Depending on previous math experience and test results, students are placed according to ability into a specific math sequence (950 or 980). The 950 series is designed to meet the needs of those students who have exhibited proficient math skills. This series covers the topics of the basic math sequence over a period of four terms.

Upon completion of the basic math sequence, students will be directed toward application of their math skills specific to their technology. Students who wish to go beyond these requirements may elect to take calculus their senior year. (Calculus is a requirement for those students who are majoring in the Applied Electronics Technology program.)

Extension Services

NHVTC-Stratham is a multi-purpose institution. In addition to conducting daytime programs, the Portsmouth campus also provides educational opportunities for adults in the Seacoast area who desire to continue their careers. The Extension Division educational programs permit students to matriculate for associate degrees or select those subjects that will enhance their occupational and personal endeavors. Credit and non-credit courses are offered and classes are generally scheduled from 6:30 to 10:00 p.m., Monday through Friday.

The Extension Division offers seven major areas of study leading to an Associate Degree in Applied Sciences: Accounting, Secretarial Science, Mechanical Drafting, Electronics, Machine Tool Processes, Automotive Services, and Industrial Supervision, as well as an 18 month diploma program in Practical Nursing.

Certificate programs (non-degree) are offered in such areas as Automotive Specialties, Construction Electrical Wiring, Business Administration, Basic Electronics, Refrigeration and Air Conditioning, Welding, and Industrial Supervision. Special courses may be arranged for business, industrial, labor, professional or other groups as the interest and need may arise.

Students applying for an associate degree program must have a high school diploma or equivalent. Candidates must meet the academic requirements as established by the Academic Standing Committee of the College and the General Standards as outlined in the Student Handbook.

Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Stratham
Administrative Secretarial Management				●				●	●
General Clerk, Office	209-562-010	89							
File Clerk, Order Clerk	209-362-010	81							
Personnel Clerk	209-362-026	160							
Clerical Supervisor	206-137-010	31							
Secretary	201-362-030	203							
Stenographer	202-362-014	219							
Typist	203-582-066	245							
Counter Clerk	299-467-010	51							
Receptionist	237-367-038	189							
Secretarial (one- and two-year)				●	●	●		●	●
Secretary	201-362-030	203							
Stenographer	202-362-014	219							
Typist	203-582-066	245							
Receptionist	237-367-038	189							
Shipping and Receiving Clerk	222-387-050	210							
Business Administration			●						
Accountant/Auditor	160-162-010	1							
Bookkeeper	210-382-014	14							
Marketing Management				●				●	
Customer Service Representative	239-367-010	52							
Service Clerk	221-367-070	204							
Stock Clerk, Sales Floor	299-367-014	221							
Shipping and Receiving Clerk	222-387-050	210							
Manager, Merchandise	185-167-034	126							
Purchasing Agent and/or Buyer	162-167-030	185							
Manager, Wholesaler	185-167-070	129							
Manager, Store	185-167-046	128							
Buyer, Retail and/or Wholesale	162-157-018	18							

*All programs are for two-year associate's degrees unless designated as one-year programs.

Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Portsmouth
Mid-Management				●				●	
Sales Clerk	290-477-014	197							
Sales Clerk Supervisor	299-137-021	198							
Sales Agent, Insurance	251-157-010	196							
Teller	211-362-018	237							
Cashier	211-462-018	23							
Accounting				●				●	●
Computer Programmer	020-162-014	39							
Procurement Clerk	221-382-018	176							
Accountant, Auditor	160-162-010	1							
New Accounts Teller	205-367-022	146							
Accounting Clerk	210-382-038	2							
Bookkeeper, Hand	210-382-014	14							
Banking and Finance			●						
Accounting Clerk	210-382-038	2							
Loan Closer	249-367-050	116							
Teller	211-362-018	237							
New Accounts Teller	205-367-022	146							
Applied Computer Technology								●	
Computer Programmer	020-162-014	39							
Computer Programmer, Scientific	020-167-022	40							
Computer Operator	213-362-010	38							
Key Punch Operator	203-582-030	110							
Computer Information Systems			●						
Computer Systems Analyst	012-167-066	228							
Computer Programmer	020-162-014	39							
Natural Resources Management				●					
Surveyor	018-167-050	225							
Surveyor's Helper	869-567-010	226							

*All programs are for two-year associate's degrees unless designated as one-year programs.

Vocational/Technical Pr[illegible] Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Mancheste	Nashua	Portsmo
Machine Tool Processes				●			●	●	●
Assembler	706-361-010	6							
Quality Control								●	
Inspector	956-267-010	104							
Building Construction							●		
Construction Inspector	182-267-010	41							
Carpenter	860-381-022	23							
Brick Layer	861-381-014	15							
Electrician	825-281-014	74							
Cabinetmaker	660-280-010	19							
Residential Electricity (one year)						●			●
Refrigerator, Air Conditioning Mechanic	827-361-014	191							
Electrician	825-281-014	74							
Heating, Ventilation, Air Conditioning							●		●
Refrigerator, Air Conditioning Mechanic	827-361-014	191							
Oil Burner Installer	862-281-018	152							
Heat Treater Annealer	504-382-014	96							
Gas/Electric Appliance Repairer	637-261-018	88							
Electronic Engineering Technology			●						
Electric/Electronic Technician	828-251-010	72							
Electric/Electronic Engineer	003-187-018	71							
Wirer, Electronic	729-381-022	253							
Industrial Electronics				●	●	●	●	●	●
Tester	806-384-026	238							
Coil Winder	724-685-010	32							
Television Servicer	720-281-018	236							
Line Installer, Repairer	822-381-014	115							
Wirer, Electronic	729-381-022	253							
Industrial Electricity				●	●	●	●		
Industrial Engineer	012-167-062	102							

*All programs are for two-year associate's degrees unless designated as one-year programs.

Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Portsmouth
Industrial Supervision								●	●
Supervisor, Nonworking	558-134-022	223							
Welding							●	●	●
Welder & Flamecutter	812-682-010	252							
Internal Combustion Engines						●			
Diesel Mechanic	625-281-010	62							
Electrical Motor Repairer	721-281-018	73							
Auto Body								●	
Auto Body Repairer	807-381-010	13							
Cost Estimator	160-267-018	49							
Automotive Services				●			●	●	●
Manager, Automotive	185-167-058	125							
Engine Equipment Mechanic	620-281-050	77							
Mechanic Auto	807-381-022	131							
Mechanic Maintenance	638-281-014	134							
Machine Operation (one year)							●		●
Millwright	638-281-018	141							
Molder, Bench/Floor	518-361-010	143							
Molder, Machine	518-682-010	144							
Sheet Metal Worker	804-281-010	209							
Tool & Die Maker	601-280-046	240							
Machinist	600-280-022	120							
Metal Fabricator	619-360-014	139							
Machine Tool Setter, Metal	600-360-010	119							
Machine Tool Operator, Numerical Control	609-682-010	118							
Die Cutter	699-682-022	61							
Punch Press Operator, Metal	614-482-022	184							
Drill Press Operator	715-685-050	69							
Grinding Machine Operator, Metal	603-280-021	92							
Milling/Planning Machine Operator	605-282-010	140							
Machine Tool Operator Combination	601-280-054	117							

*All programs are for two-year associate's degrees unless designated as one-year programs.

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Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Portsmouth
Machine Operation (continued)									
Welder & Flamecutter	812-682-010	252							
Proof Machine Operator	217-382-010	179							
Architectural Engineering Technology			●						
Drafter	010-281-010	68							
Surveyor	018-167-050	225							
Drafting				●	●	●	●	●	●
Drafter	010-281-010	68							
Designer	142-281-010	59							
Machinist	600-280-022	120							
Graphic Arts						●			
Offset Litho Operator	651-682-014	151							
Binder Worker Assembly	653-685-010	12							
Commercial Artist	141-081-010	35							
Fire Protection						●			
Fire Fighter	373-364-010	84							
Fire Fighting Supervisor	273-134-010	85							
Food Service Supervision				●					
Manager, Restaurant	187-167-026	127							
Director of Food and Beverage	187-167-106	66							
Culinary Arts				●					
Baker, Bread/Cook, Restaurant	526-381-010	9							
Dining Room Attendant	311-677-018	64							
Cook, Short Order	313-671-010	45							
Counter Attendant, Lunch	311-477-014	50							
Butcher/Meat Cutter	316-681-010	17							
Hostess/Host, Restaurant	310-137-010	100							
Waiter or Waitress	350-677-030	248							

*All programs are for two-year associate's degrees unless designated as one-year programs.

Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Portsmouth
Medical Assistant (one- and two-year)					●				
Medical Assistant	079-367-010	136							
Medical Lab Technician (one-year certificate)					●				
Medical Lab Technologist	078-121-010	138							
Medical Lab Technician	078-381-014	137							
Medical Records Technician					●				
Insurance Clerk, Medical Records	214-362-022	107							
Occupational Therapy Assistant					●				
Psychiatric Aide	355-377-014	180							
Recreation Facility Attendant	341-367-010	190							
Social Service Aide	195-367-010	213							
Group Recreation Worker					●				
Group Recreation Worker	159-124-010	93							
Practical Nursing (one year)					●				
Licensed Practical Nurse	079-374-014	114							
Nursing			●						
Nurse, Professional	075-121-010	148							
Respiratory Therapy					●				
Respiratory Therapist	079-361-010	194							
Dental Assistance			●						
Dental Assistant	079-311-010	56							
Dental Hygiene			●						
Dental Hygienist	078-361-010	57							
Emergency Medical Care Paramedic			●						
Paramedic, Certified	079-374-010	158							

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*All programs are for two-year associate's degrees unless designated as one-year programs.

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Vocational/Technical Programs* Occupations	DOT #	VIEW SCRIPT #	Concord	Berlin	Claremont	Laconia	Manchester	Nashua	Portsmouth
Radiology Technology			●						
Radiology Technologist	078-362-026	186							
Human Services/Mental Health			●						
Case Worker	195-107-010	21							
Psychiatric Aide	355-377-014	180							
Alcoholism Counseling			●						
Social Service Aide	195-367-010	213							
Specific Skills Training					●				
Teacher Aide	099-327-010	231							
Helper, Trades	619-686-022	98							
Painter, Maintenance	840-381-010	155							
Plumber & Pipefitter	862-381-030	166							
Office Machine Service	633-281-022	150							
Coin Vending Machine Service	639-281-014	33							
Maintenance Repair (General)	899-381-010	124							
Card Tender	680-685-018	20							
Writer and/or Editor	131-267-026	255							
Systems Analyst	012-167-066	228							
Painter, Automobile	845-381-014	154							
Painter, Production	505-382-010	156							
Washer Machine Operator	361-665-010	249							
Plater Helper	500-687-010	165							
Mailer	222-587-030	123							
Bus Driver	913-463-010	16							
Delivery & Route Worker	299-477-010	55							
Finisher, Hand	754-684-030	83							

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*All programs are for two-year associate's degrees unless designated as one-year programs.

APPENDIX C

NEW HAMPSHIRE COLLEGES AND UNIVERSITIES

COURSES OF STUDY AND OCCUPATIONS INCLUDED IN THE VIEW SCRIPTS*

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*These institutions have other courses that prepare one for occupations not included in the VIEW Scripts.

COLBY-SAWYER COLLEGE

Location: New London, New Hampshire

Expenses:

Tuition	$6,390
Room & Board	2,600
Annual Total	$8,990

General Information

Colby-Sawyer College is a small independent women's college located in the heart of the Dartmouth-Lake Sunapee region of New Hampshire. Founded in 1837, Colby-Sawyer boasts a 145-year tradition of providing superior education with career-oriented programs in a liberal arts atmosphere.

Enrolling 650 students from 35 states and eight foreign countries, the College offers a wide variety of academic options. A student may major in either a two-year associate or a four-year bachelor degree program. The curriculum ranges from Medical Technology, Americam Studies and Business Administration to Art and Threatre. Interim studies and study abroad supplement regular classes, and all four-year programs incorporate an internship off campus in the senior year.

The educational experience at Colby-Sawyer nurtures and develops each student's confidence, preparing her to meet the challenges of a changing world.

A student at Colby Sawyer is not required to commit herself to a specific major until her second year; therefore she has the opportunity to explore both the four- and two-year degree programs. Strong academic and career counseling supports the curriculum, allowing the student to seek and realize new goals. As a graduate, each student takes with her a deeper understanding of her capacity to achieve, a confirmed sense of purpose, and the freedom of independent thought and inquiry.

Colby-Sawyer offers a full schedule of intercollegiate sports and fares well in competition with colleges throughout New England.

The equestrain team consistently ranks among the top five colleges in the country. It is the only college to have won the Fitch Trophy more than once: 1976, 1977 and 1979. The basketball team, with a regular season record of 20 and 1, participated in the EAIAW Tournament in New Rochelle, New York.

An active intramural program augments the varsity-level athletics. Leadership positions in clubs, social organizations, and student government also help to build assertiveness, self-esteem, and character. Opportunities for involvement in activities such as dance, drama, art, and music round out a full co-curricular experience at Colby-Sawyer.

A college town in a country setting, New London offers complete services, all in easy walking distance: friendly pubs, fine dining, ski shops, lakes, areas for camping, hiking, sailing, and horseback riding. Boston is two hours to the south, and Hanover, home of Dartmouth College, is located 25 minutes to the north. Both provide centers for additional social and cultural activities.

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DANIEL WEBSTER COLLEGE

Location: Nashua, Hew Hampshire

Expenses:		
	Tuition & Fees:	$5,080*
	Room & Board	$2,600
	Annual Total	$7,680

*Flight costs are separate.

General Information

As a Daniel Webster College student, you will be involved in career-oriented programs with a commitment to challenging fields of the future.

Daniel Webster College is a fully accredited, private and co-educational institution with programs in Aviation, Business, Computer Systems, Engineering and General Studies.

Because Daniel Webster limits the number of students who attend the programs offered, you will receive a well-rounded, quality education on a very personalized level. A small college campus such as Daniel Webster enables students to experience a real feeling of community. The faculty and staff are always there to assist you in reaching personal and career goals and objectives.

The programs at Daniel Webster are designed to meet your needs as you enter the job market. You will be highly trained in your chosen field and will receive strong management and computer skills so necessary in today's society.

In conjunction with a career emphasis, you will not be limited to textbooks and lecture halls. Student activities include a wide range of varsity and intramural sports, such as basketball, soccer, volleyball, tennis, softball and hockey among others; special interest clubs; the student newspaper, yearbook and Student Senate. The Chalet, a rustic structure of fieldstone and pine, is where you'll go for activities such as dances, movies, lectures and performances by various music and theatre groups.

Students who attended the College in 1981–1982 came from 21 states and nine foreign countries. The student population was comprised of 25 percent women and 75 percent men; 11 percent of the students represented minorities. An Air Force ROTC unit on campus enrolls 10 percent of the students.

With the campus located just an hour's drive from the coast and mountains and only 45 miles north of Boston, you will be able to enjoy the benefits of a large, cosmopolitan city as well as outdoor activities such as mountain climbing, hiking, boating and canoeing, camping, skiing and snowmobiling. Closer to home, the City of Nashua will provide you with a variety of restaurants, theatres and other cultural and entertainment opportunities.

Bachelor Degree Programs

- Air Traffic Control Management
- Aviation Management
- Aviation Management/ Flight Training
- Business Management
- Computer Systems

Associate Degree Programs

- Aviation Management
- Aviation Management/ Flight Training
- Accounting
- Business Management
- Travel Management
- Computer Systems
- Marketing
- Aeronautical Engineering
- Engineering Science
- General Studies

FRANKLIN PIERCE COLLEGE

Location: Rindge, New Hampshire

Expenses:

Tuition & Fees	$5,500
Room & Board	$2,475
Annual Total	$7,975

General Information

The development of personal and professional resources within every student is our charge at Franklin Pierce College.

Meeting the complex career challenges of the 1980's calls for a unique blend of the liberal arts and business worlds.

At Franklin Pierce College, our dual emphasis on personal growth and practical experience brings you to the marketplace confident and equipped for success.

Our close-knit family atmosphere, magnificent New Hampshire campus, and supportive financial aid program, make Franklin Pierce College a most appealing and affordable package for career development.

The following academic programs may be taken individually, or creatively combined to meet your unique requirements:

Liberal Arts & Sciences

- Anthropology/Archaelogy
- Commercial Graphic Arts
- Communications
- Computer Science
- Drama
- Education
- English
- Fine Arts
- History/Pre-Law
- Music
- Psychology
- Radio/Television
- Social Work & Counseling
- Sociology
- Technical Theatre Arts
- Self-designed Major

Business Administration

- Accounting
- Business Management
- Computer Science/Management
- Economics
- Financial Management
- Marketing
- Recreation Management

Founded in 1962, Franklin Pierce College is a four-year co-eduational college of liberal arts, sciences, and business administration with an enrollment of 1,000 students. The college encourages student-oriented research projects, internships, and directed senior independent studies.

Founded in 1962, Franklin Pierce College is a four-year co-educational college of liberal arts, sciences, and business administration with an enrollment of 1,000 students. The college encourages student-oriented research projects, internships, and directed senior independent studies.

The Faculty is primarily concerned with quality education, and the student-faculty ratio is 16:1.

Franklin Pierce is located in Rindge, New Hampshire, on 750 wooded acres at the gateway to the Monadnock Region. For recreation there are many lakes and streams, including the college beach facilities on Pearly Lake. There are also miles of trails for hiking and mountaineering, camping and skiing. Ski slopes and tow and 15 kilometers of cross-country ski trails are located right on campus.

Campus activities include over 30 academic, cultural and special interest clubs such as the Outing Club, Social Committee, Student Government, Campus Newspaper, Radio Station, and the Crimson-Gray Series of the Performing Arts. Intercollegiate athletics include soccer, field hockey, basketball, skiing, ice hockey, volleyball, baseball, tennis, sailing, cross-country and golf. The athletic teams were quite successful in 1981–82. The men's basketball team won the league and district conferences and went to the National Tournament. The Athletic Department also sponsors athletic clubs as well as a strong intramural program.

KEENE STATE COLLEGE

Location: Keene, New Hampshire

Expenses:

In-State:	
Tuition & Fees	$1,481
Room & Board	$2,096
Annual Total	$3,577
Out-of-State:	
Tuition & Fees	$3,431
Room & Board	$2,096
Annual Total	$5,527

General Information

If you think your college experience should be a time to discover your individual strengths, explore new interests, and develop your life goals in a community of friendly students and faculty, then you should be considering Keene State College. Here you'll have both the resources and encouragement to pursue your special interests in a dynamic, small-college atmosphere.

You can see Keene State's diverse character in the coeducational student body, whose 2,700 full-time undergraduate members come from varied backgrounds. You can see it in the faculty, whose work ranges from energy conservation to film production and criticism, from studies of hearing-impaired preschoolers to the impact of television on society. With a low faculty-to-student ratio, you'll have many opportunities for close communication with professors.

You also can see Keene State's diversity in the more than 50 major programs and 500 courses offered. Programs lead to Bachelor Degrees in Management; Industrial Technology; Safety Studies; Nutrition; Music; Elementary, Secondary and Special Education; as well as Liberal Arts and Sciences. Two-year Associate in Arts and Science Degrees are offered, and Keene State has four Masters Degree Programs.

Internships and practical experience can be written into a program as well. Special education students may help staff in an Appalachian children's camp. Political science majors have opportunities to work with legislators from state capitals and Washington, D.C. Music students can perform in groups ranging from the Collegium Musicum—using authentic medieval instruments—to the highly praised jazz ensemble, which has presented concerts in places such as the Kennedy Center in Washington, D.C. Many students choose to study and travel in foreign countries to meet part of their degree requirements.

Keene State graduates go on to work in all areas of business, industry and education, and in each of the professions, successfully pursuing their life goals.

The spirit of diversity is not limited to our academics. Our athletic programs range from intramural competition to NCAA Division II sports. Keene State intercollegiate athletics have produced men and women All-Americans in soccer, cross-country, track, basketball, and gymnastics. The men's soccer team placed fourth in all-around national competition last year.

Other extracurricular activities provide a challenge and a change from studies. Student art exhibits are held in the College's Thorne-Sagendorph Art Gallery. Student theatre and film productions are presented regularly in the Center for the Fine and Performing Arts. Some students choose to participate in student government or the Inter-Greek Council, while others staff the student newspaper, yearbook, literary magazine, or radio station.

While all these activities suggest a large institution, Keene State is proud that it has not sacrificed its traditional small-college character. Set within the College's 58 acres are excellent facilities which range from traditional ivy-covered brick classrooms to an up-to-date art center. Bordered by the Ashuelot River and Keene's Main Street, the campus contains the grassy commons and tree-shaded walkways of a small new England college.

Just four blocks up Main Street is Central Square, the lovely heart of the City of Keene. With a population of 22,000, Keene has a variety of shops, restaurants, and theatres, many of them on Main Street. You can also hike, canoe, and ski at nearby recreation areas.

You'll like the opportunities to prepare for life at Keene State. With the variety of course offerings, the high student-faculty interaction and the small-campus surroundings, the college experience here is a rich and rewarding one.

NATHANIEL HAWTHORNE COLLEGE

Location: Antrim, New Hampshire

Expenses:	Tuition & Fees	$4.895*
	Room & Board	$1,800
	Annual Total	$6,695

*Flight fees are not included.

General Information

Named in honor of Nathaniel Hawthorne, the 19th Century writer of short stories and novels, Nathaniel Hawthorne College was founded in 1962. It is a four-year coeducational, non-profit, privately supported institution affiliated with the Florida Institute of Technology. At first glance, Hawthorne appears to be a typical New England institute of higher learning. Yet, behind the traditional campus buildings, the strong academic excellence and the perfect rural location is a college that hums with new ideas and new activities.

Hawthorne offers majors in Business Administration, Computer Science, Computer Technology, Recreation Management, Aeronautics, and Aviation Management. Yes, Aviation: for Hawthorne is unique in that it owns and operates its own airport, a practical classroom for those students who understand the meaning of today. Staffed by professional mechanics and flight personnel, the airport facilities include a large hangar and maintenance area, pilot's lounge, classrooms and a simulator room, equipped with ATC Simulator Trainers.

The Hawthorne fleet consists of two Warriors, thirteen Cherokee 140's, four Piper Tomahawks, one Aronka Champ and one Robinson R/22 helicopter—all owned by the college. Hawthorne offers a flight training program to those who wish to take advantage of one of the most exciting, high-paying vocations available. Students can earn both the private pilot and commercial license with appropriate instrument ratings, in addition to the Certified Flight Instructor's certificate. Hawthorne offers professional flight training to meet the requirements for pilot employment. In addition, Hawthorne has recently added instruction in helicopter piloting to the Aeronautics program.

The Bachelor of Science degree in Aviation Management provides a strong aviation and business administration background for those students planning careers in the military or aviation field. The Business Asministration, Computer Science and Computer Technology majors are career-oriented. Students receive up-to-date information on methods and skills needed to meet the challenging demands of today's business world. The Computer Science major is designed to provide skills in programming and systems techniques suitable for employment opportunities in both scientific computing and commercial data processing.

Hawthorne College has an enrollment of 600 students. They can expect individual attention from the Hawthorne family and a strong background in technological programs further enhanced by an emphasis on humanistic and liberal studies. Opportunities for independent study allow you to design your own special course with a faculty member. Other special features include off-campus internships, a variety of flying trips, and the chance to develop an accelerated program.

Student activities are wide and varied, with many centered in Hawthorne's new student center which houses the college pub, snack bar, game room, video TV, and reading room. Although many of the campus buildings are new, many are from the original estate restored to serve campus activities. The original buildings tastefully blend with the new structures and 500 acres of wooded and land provide an inspirational atmosphere for education.

The Outing Club organizes hiking, mountaineering, skating, canoeing, snowshoeing and cross-country skiing. You can water and sail at the many lakes that surround the campus. The famous ski resorts of Mt. Sunapee, Pat's Peak and Crotched Mountain (free skiing is available at Crotched Mountain with a Hawthorne student I.D. card), and many others nearby, offer you the best skiing in the East. Hawthorne competes intercollegiately in soccer, cross-country, basketball, ice hockey, volleyball and skiing.

Located in Antrim, in the heart of historic New Hampshire, Hawthorne is not far from the White Mountains, only 90 miles from Boston—and only four-and-one-half hours by car from New York City and Montreal, Canada.

NEW ENGLAND COLLEGE

Location: Henniker, New Hampshire

Expenses:

American Campus	
Tuition & Fees	$5,900
Room & Board	$2,710
Annual Total	$8.610
British Campus	
Tuition & Fees	$5,900
Room & Board	$3,470
Annual Total	$9.370

General Information

New England College is an international institution with a fresh and imaginative curriculum designed to provide a liberal education that responds to career needs. The College offers two campuses—one in Henniker, New Hampshire, and one in Arundel, Sussex, England.

The American campus offers 1,100 students a home in the unique New Hampshire village of Henniker. The College owns over 200 acres of land along both sides of the Contoocook River. In 1972, the College built a covered bridge to connect both parts of the campus.

The American campus consists of 19th Century houses and buildings used for classrooms, offices, and apartments. Modern facilities include the library, dining hall, gymnasium, field house, science building, and five dormitories.

The College recreational facilities include cross-country ski trails, two ski jumps, a gymnasium, tennis courts, a field house, and soon a new outdoor ice rink. The ski team uses Pat's Peak, a nearby ski area with 16 trails. A ski package is arranged by the New England College Student Senate and includes free skiing, free lessons, and equipment rentals on weekdays.

The College offers a wide range of extracurricular activities and pursuits: from the Radio Station to the Student Senate; from the Women's Center to the Concert and Art Series.

New England College is a member of both national and regional intercollegiate athletic associations. Intercollegiate and intramural sports include soccer, field hockey, cross-country, ice hockey, horseback riding and jumping, lacrosse, skiing (Alpine and Nordic), basketball, tennis, golf, softball, and baseball.

The British campus, which opened in 1971, is on a 25-acre site located one mile south of the historic town of Arundel. This location in Sessex, 55 miles from London and only five miles from the English Channel, offers easy access to a variety of cultural and travel experiences. The British campus reflects New England College's commitment to international education. Many New England College students and New Hampshire College and University Council students spend a semester or a year on this ideally located campus. Major concentrations are offered in Business, Political Science, English, and International Administration. Other areas of study include the Humanities, Social Sciences, and British Studies.

The College's 4-1-1 clandar provides an intensive, innovative term in January for the study of special topics falling outside of, or beyond, the regular curriculum. New England College regularly develops opportunities for qualified students to secure internships in a variety of organizations: international businesses in London, domestic corporations, newspapers, television stations, theatres, legislatures, and governmental and social science agencies.

NEW HAMPSHIRE COLLEGE

Location: Manchester, New Hampshire

Expenses:		
	Tuition & Fees	$5,454
	Room & Board	$3,126
	Annual Total	$8,580

General Information

If you have an interest in the many possibilities of a professional career in business, then a closer look at New Hampshire College may prove worthwhile.

As the largest senior college of business in northern New England, our degree programs prepare you to graduate as a serious, thinking individual with a solid background in your chosen field.

New Hampshire College is located principally in the city of Manchester, but the acquisition of its North Campus has expanded its boundaries into the adjoining town of Hooksett. On our two-campus site, the college serves an undergraduate day college enrollment of more than 1,600 students, 1,300 of whom reside in college housing.

In addition, the college also maintains a Graduate School of Business with more than 800 students, a School of Human Services, which enrolls 500, and a continuing education network serving approximately 3,000.

The South Campus, which consists of more than 200 wooded acres, is located along the Merrimack River on the Manchester-Hooksett line. It includes 20 major modern buildings such as residence halls, an administrative classroom building featuring a modern computer center, a student center with campus store and dining commons, and an athletic/recreational complex with two gymnasiums, a competition-size swimming pool and an outdoor, artificially-refrigerated, lighted hockey rink. There are also a number of athletic fields and lighted tennis courts.

The Harry A.B. and Gertrude C. Shapiro Library serves our students as one of the most extensive business libraries in northern New England. This total resource center, in addition to its library collections, includes a 150-seat theatre, a closed-circuit television station, student conference rooms, and art exhibits of local and regional interest.

The North Campus is a 500-acre complex that features eleven buildings in a splendid natural setting. Frequent college-sponsored bus service links the two campuses and ensures their full integration. Among the facilities on hand are residence halls, faculty and administrative offices, dining commons, meeting rooms, recreational facilities and two complete theatres.

As the business, educational and cultural hub of New Hampshire, the city of Manchester (population 100,000) offers many opportunities for professional internships, as well as part-time and summer employment. This location places the college within a one-hour drive of the best skiing in the East, the beaches of New Hampshire and southern Maine, and Boston, with its vast array of attractions.

To serve its undergraduate students, New Hampshire College offers both Associate and Bachelor Degree programs. All majors are in business and business-related fields, as detailed on the Courses of Study chart in this guide.

Our educational programs are both rigorous and innovative. Hands-on training is offered in every business discipline through the college's domestic and foreign internship programs. Opportunities for foreign study also exist through the New Hampshire College in the London Program, or the New England/Quebeck Student Exchange Program.

An exceptional activities program is available through our student affairs department, which coordinates intercollegiate intramural and recreational athletic programs as well as other offerings such as fraternities, sororities, service clubs and the college's Student Government Association, to name just a few. An active approach to academic advising, career planning and placement and personal counseling also help ensure that New Hampshire College will meet its obligation to you, our student, in your search for personal and professional success.

NOTRE DAME COLLEGE

Location:	Manchester, New Hampshire	**Expenses:**	Tuition & Fees	$3,280
			Room & Board	$2,100
			Annual Total	$5,380

General Information

"When I think of Notre Dame College, I think of very special people. I remember John O'Harra's wry sense of humor, his ability to make philosophy a fascinating study, and his singing performances with College music groups. When I visit an art exhibit, I am reminded of the marvelous art faculty whose teaching brought remarkable creations from the students. I think of Sister Denise and our hikes into the White Mountains where we learned so much while enjoying ourselves so much. I recall the president's willingness to listen to our problems and join us in social activities. I think back to those special days, living in the College's lovely old houses, and remember the deep and enriching friendships which persist even today."—

excerpt from alumna letter.

Notre Dame College is primarily a women's college, and the approximately 90 faculty members and administrators are particularly sensitive to the importance of a woman's role as a citizen and leader. The male presence is not missing from th campus, however, since men are accepted into all academic programs, and the faculty includes both lay and regligious men and women.

Both commuter and resident students enjoy the small college atmosphere where they can fully participate with their faculty in campus and community activities on a regular and informal basis. There are a range of organized activities on campus and always the opportunity to organize something new.

Student participation in campus governance is a tradition, and Student Congress, the official representative of the student body, strives to promote the cultural, intellectual, spiritual and social development of the student body. Students also serve on key administrative committees, and one student serves as a representative to the College's Board of Trustees.

Off campus, students have access to the activities of several local colleges, the considerable cultural resources of Manchester and Boston, and the recreational opportunities which exist in New Hampshire. Students become active in local schools, churches, social service agencies, and political groups.

At Notre Dame, the faculty see the liberal arts as a way to awaken an individual's inner resources. By encouraging the pursuit of many interests and the introduction of varied points of view, the faculty invite students to view their education at Notre Dame as the beginning of a lifelong endeavor aimed at both career goals and individual potential. Faculty advisors and the counseling service offer academic guidance to students which encourages them to explore their goals and career aspirations. Students test their career interests through internships and field work.

Behavioral science majors may spend a semester at a social welfare agency. Art majors may work for an advertising firm. Paralegal studies majors may work with a legal firm or bank. Notre Dame offers particularly strong career programs in Pre-Pharmacy, Medical Technology, Cytotechnology, Paralegal Studies, Secretarial Sciences, Commercial Art and Education.

Notre Dame's tuition costs, coupled with the quality of its academic programs, its approachable, caring faculty, and its lovely campus combine to make Notre Dame a place where students will find an affordable, enriching college life.

PLYMOUTH STATE COLLEGE

Location: Plymouth, New Hampshire

Expenses:

In-State:	
Tuition & Fees	$1,447
Room & Board	$2,062
Annual Total	$3,509
Out-of-State:	
Tuition & Fees	$3,472
Room & Board	$2.062
Annual Total	$5,534

General Information

Plymouth State College is located in the heart of New Hampshire's beautiful "lakes and mountains" region. The small New England town of Plymouth is only 120 miles north of Boston at the junction of the historic Baker and Pemigewasset rivers. The highest mountain in the northeastern United States, Mt. Washington, and New Hampshire's largest lake, Lake Winnepesaukee, are just a few miles from the campus. This is the country which inspired Robert Frost when he taught at Plymouth in 1913—stark white birches, grassy meadows fenced with stone, raging mountain streams, rocky peaks, and deep valleys.

Plymouth State is a community of students and teachers who are working and learning together. The community includes approximately 3,400 students. Most are full-time undergraduates, with an increasing number of graduate students and nearly 400 part-time students. The teaching faculty of 150 are from all parts of the United States and several foreign lands. Students are studying in the fields of Business, Teacher Education, and the Liberal Arts. Sixty major programs of study are offered, and over 1,000 courses are available during the year.

While it's no secret that many who choose Plymouth State also happen to ski, students can give you other reasons for their choice. A varied curriculum, a faculty dedicated to teaching, moderate cost, the athletic programs along with the out-of-doors atmosphere—all contribute to Plymouth's continuing growth and popularity.

The school year is split into two fifteen-week semesters, a four-week January Winterim, and three Summer Sessions. Plymouth students can study abroad or take courses at other colleges. Part-time attendance in the Division of Continuing Education is offered to high school seniors or to working adults.

The College of Liberal Arts is expanding each year and presently enrolls about 30 percent of the student body. The College is becoming increasingly well known for its wide range of Business programs and degrees which include the Associate, the Bachelor and the Master of Business Administration. Plymount has long been known for its excellence in Teacher Education programs and its Physical Education program.

New courses and programs are continually being developed, including special programs in Medieval Studies, Computer Science, New Hampshire and Northern New England Studies, and French Canadian Studies. You may also choose from a long list of minors to supplement or to add diversity to your major program.

Graduate degrees, including a Masters of Education, a Masters Business Administration, and a Masters of Health Education, are available through the College's Graduate Division.

You will be encouraged to participate in some of the many extracurricular activities—radio, sports, music, drama, college newspaper, student government, fraternities, sororities—which could complete the college education experience.

Where you live can be very important at college. You may live in one of the college dormitories, a fraternity or sorority house, or a "mini-house" with four or five other students. New college apartments are now available, providing one- or two-bedroom apartments for approximately 200 students. Additionally, there are about 20 on-campus apartments for married students.

Remember—there is no substitute for a campus visit. You must see first hand the people, places, and programs in order to make a wise decision about your college education. A visit to Plymouth State, arranged through the Admissions Office, will give you an opportunity to speak with a Student Admissions Representative, to have a campus tour, and to get advice and information about your college major. During the school year, tours leave the Admissions Office at 11:00 a.m. and 2:00 p.m. Monday through Friday.

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RIVIER COLLEGE

Location: Nashua, New Hampshire

Expenses:

Tuition & Fees	$3,500
Room & Board	$2,400
Annual Total	$5,900

General Information

"I chose Rivier College because I wanted a small Catholic College for women."

"Career planning and counseling opportunities will aid in obtaining a position in the career of my choice."

"I chose River . . . because of the small classes, the personal attention, the opportunity for discussioins with professors outside of the classroom."

"Rivier is small, but it has many advantages of bigger schools; up-to-date equipment and laboratories, highly qualified faculty, lots of extracurricular activities."

Students choose Rivier as their college for these and many other reasons. An enrollment of 2,100 allows for a 17:1 student/faculty ratio and close individual attention for students.

Undergraduate majors are available in Art, Biology, Business, Chemistry, Computer Science, Education, English, History, Home Economics, Modern Languages, Liberal Studies, Mathematics, Music, Paralegal Studies, Psychology, and Sociology. Career-directed programs with internships are offered in Paralegal Studies, Medical Technology, Dietetics, Education, English, Sociology, Psychology, Business, and Computer Science, supplementing the traditional liberal arts studies.

The full-time Undergraduate School for women enrolls approximately 600 women. More than 600 men and women pursue studies in the School of Continuing Education, and about the same number enroll in the Graduate School, studying on a part-time basis, The academic year is divided into two fifteen-week wemesters, plus two six-week summer terms.

Orientation and "get acquainted" activities sponsored by the Office of Student Services help new students at Rivier to quickly feel at home. The Career Development and Placement Office helps students plan and prepare for employment after graduation.

Students can take advantage of an exciting calendar of social, cultural, and recreational activities, including dances, pub parties, live entertainment, films, sports events, and more. Varsity basketball and field hockey teams provide lively intercollegiate competition. Students also can join in intramural and intercollegiate volleyball, softball, tennis, cross-country, racquetball, badminton, swimming, bicycling, and soccer, plus frequent outings for camping, canoeing, hiking, skiing, and maintain climbing.

Rivier is located on a 44-acre suburban campus in South Nashua. Nearby Boston attracts students for plays, concerts, sports events, and shopping; the White Mountains to the north and the New Hampshire shoreline to the east offer opportunities for year-round recreation.

A visit to Rivier is strongly encouraged, to see the campus first hand and to become acquainted with some of the students and faculty. Open House is held annually in November, and personal interviews and campus tours may be arranged any time.

SAINT ANSELM COLLEGE

Location:	Manchester, New Hampshire	**Expenses:**	Tuition & Fees	$4,750
			Room & Board	$2,450
			Annual Total	$7,200

General Information

Saint Anselm College is a Catholic liberal arts college for men and women. Enrolling about 1,600 students, it is large enough to offer a stimulating variety of courses and extracurricular opportunities. Yet the college has deliberately limited its size so as to foster a personal atmosphere and a spirit of community.

Ideally situated on a handsome 350-acre campus overlooking the City of Manchester, Saint Anselm is within an hour's drive of Boston. The spacious wooded campus includes 28 buildings with two new buildings having been completed on the campus. The John Maurus Carr Activities Center provides outstanding facilities for recreational activities and sports, and the Charles A. Dana Center has a spacious and acoustically sophisticated theatre. In addition to these two new buildings, Saint Anselm students have at their disposal all the facilities needed for the use and convenience of a most active and involved college community. Founded in 1889 by members of the Benedictine Order, Sant Anselm enjoys a very fine academic reputation and is fully accredited. Building upon the best traditional approaches to scholarship and learning, the College is constantly adjusting to and anticipating the needs of the present and the future.

The Saint Anselm faculty is composed of approximately 120 men and women, both Benedictines and lay persons, who have studied at the foremost universities in this country and abroad. The student-faculty relationship is characterized by close and constant personal contact; faculty members and administrators are always accessible to the students.

As a liberal arts college, Saint Anselm does not specialize in any particular area of curriculum but seeks to give its students a broad liberal culture in a context of Christian ideals as an integral part of sound preparation for their chosen careers. The Humanities Program is the heart of the liberal arts Core Curriculum; those studies required of all students at the College and around which the individual student shapes his or her education.

Welcoming students of every race and creed, the College seeks to create an atmosphere in which students may freely and responsibly inquire into all questions touching human existence.

Major programs of study include: Biology, Business, Chemistry, Classics, Criminal Justice, Computer Science, Computer SCience with Business, Economics, English, History, Mathematics, Modern Languages, Natural Science, Nursing, Philosophy, Political Science, Psychology, Sociology and Theology.

Saint Anselm is proud of its reputation for preparing students for further studies in such areas as Medicine, Dentistry and Law, and its Department of Nursing is regarded as one of the finest in the country.

Other features include a program in Liberal Studies, courses in Education leading to teacher certification, Associate Degree programs in Criminal Justice, and a 3-2 Engineering Program in cooperation with the University of Notre Dame and the University of Lowell.

A wide variety of campus activities, cultural and social events contributes to the college experience at Sant Anselm. These include an active student government, campus publications, lectures, concerts, dramatics and many others. A highly competitive intercollegiate sports program includes such varsity teams as basketball, hockey, baseball, softball, soccer, tennis, skiing, golf and cross-country, with club teams competing in lacrosse and rugby. Many men and women also enjoy participation in a well-rounded intramural sports and recreation program.

UNIVERSITY OF NEW HAMPSHIRE

Location: Durham, New Hampshire

Expenses:

In-State:	
Tuition & Fees	$1,957
Room & Board	$2,392
Annual Total	$4,349
Out-of-State:	
Tuition & Fees	$5,057
Room & Board	$2,392
Annual Total	$7,449

General Information

The University of New Hampshire attracts students seeking a myriad of academic experiences within a beautiful country setting. Situated within 90 minutes of both Boston and the White Mountains and 20 minutes away from the seacoast, the University is large enough to offer more than 90 undergraduate and 65 graduate programs and yet small enough to cater to individual needs.

The 188-acre campus is surrounded by more than 3,000 acres of University-owned fields, farms and woodlands. Tidewaters of the largest, most undeveloped inland estuary in the northern United States rise and fall at the edge of the community. Both a Sea Grant and a Land Grant institution, UNH ideally located for study and research in the life sciences and environmental disciplines.

The five schools and colleges of UNH share the goal of providing students with a broad liberal arts education as a base to their more specific pursuits. Beyond the outlined majors, students arrange Pre-Law, Pre-Medical, Pre-Dental, Pre-Veterinary as well as self-designed programs. The two-year Thompson School of Applied Sciences offers a more vocationally oriented curriculum to its 500 students.

Many UNH students who possess a desire for learning in distinctly different cultural settings opt for the University's exchange programs with the State University of California at San Diego and the University of North Carolina at Chapel Hill. Others may take a year abroad for language study in France, Austria, Spain or Mexico, or take advantage of the University's summer programs in England, Germany and the U.S.S.R.

UNH's outstanding faculty, in a ratio to students of approximately 1:17, provide the stimulus and support which produces a dynamic environment. While 70 percent of the students are from New Hampshire, the remaining 30 percent represent most states in the Union, as well as a variety of foreign countries. This mix contributes to both academic and social development.

Admission to the Bachelor Degree programs at the University is competitive, and is based primarily on academic achievement and aptitude; character, leadership abilities, and special talents are considered also. Although many students apply and are admitted to particular programs, nearly two-thirds of UNH students change their majors at least once. The University recognizes that changes occur as people grow and learn, and attempts to accommodate as many requests for changes of majors as possible.

The college visitation is important, although not required, for both you, the prospective student, and UNH. We encourage you to visit Durham and interview with one of our Student Admissions Representatives. While the visit gives us an opportunity to become more personally acquainted with you, the interview offers you a comfortable setting in which to ask questions and gather information. As all candidates must apply to a particular college division within the University, you may use the interview process to match your own skills and interests with the programs of these college divisions.

The attractions of UNH extend beyond academics into the realms of athletics, cultural activities, and social events. The University enjoys national ranking in several sports amongst 14 men's and 12 women's intercollegiate athletic offerings. A large portion of the student population participates in UNH's many individual, club and intramural sports offerings.

Approximately 80 student organizations stimulate activity in nearly every conceivable interest area including academics, politics, religion, careers, service, and social fraternities and sororities. Lectures, concerts, films and educational seminars also contribute to the invigorating atmosphere of this fine university community.

Explanation of Codes

A = Associate's degree program
C = Certificate program
B = Bachelor's degree program
P = Graduate degree program (postbaccalaureate)

Instructional Programs Occupations	DOT #	VIEW SCRIPT #	Colby-Sawyer	Daniel Webster	Franklin Pierce	Keene State	Nathaniel Hawthorne	New England	New Hampshire	Notre Dame	Plymouth State	Rivier	Saint Anselm	Univ. of New Hampshire
Accounting				A	B		C	C	ABP		AB	B		C
Accountant, Auditor	160-162-010	1												
Accounting Clerk	210-382-038	2												
Administration, Business			B	AB	B		AB	B	ABP		ABP	ABP		BP
Clerical Supervisor	206-137-010	31												
Manager, Restaurant	187-167-106	127												
Manager, Store	185-167-046	128												
Manager, Wholesaler	185-167-070	129												
Sales Clerk Supervisor	299-137-026	198												
Manager, Merchandise	185-167-034	126												
Hotel-Resort-Tourism Administration									B					B
Director, Camp	195-167-018	65												
Office Administration									B		B	B		
Personnel and Labor Relations Spec.	166-267-018	161												
Professional Pilot & Aviation Admin.				AB			AB							
Air Traffic Controller	193-167-010	3												
Aviation				AB			AB							
Air Traffic Controller	193-167-010	3												
Banking														C
Accounting Clerk	210-382-038	2												
Loan Closer	249-367-050	116												
Teller	211-362-018	237												
New Accounts Teller	205-367-022	146												
Biochemistry														BP
Engineering Technician, Other	019-381-010	79												

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Biology			B		B	B	AB	B		B	AB	BP	B	BP
Engineering Technician, Other	019-381-010	79												
Business				AB	B	C	AB	B	ABP		ABP	ABP	B	
Purchasing Agent and/or Buyer	162-167-030	185												
Buyer, Retail	162-157-018	18												
Employment Interviewer	166-267-010	76												
Manager, Merchandise	185-167-034	126												
Manager, Store	185-167-046	128												
Manager, Restaurant	187-167-106	127												
Manager, Wholesaler	185-167-070	129												
Sales Agent, Insurance	250-257-010	196												
Sales Clerk Supervisor	299-137-026	198												
Clerical Supervisor	206-137-010	31												
Chemical Lab Technician												A		
Engineering Technician, Other	019-381-010	79												
Communications					BC			B	B			C		B
Writer and/or Editor	132-037-026	255												
Reporter & Correspondent	131-267-018	193												
Public Relations Representative	165-067-010	183												
Electronic Media					C									
Wirer, Electronic	729-381-022	253												
Mechanic, Repairer, Other	701-381-010	135												
Television Servicer	720-281-018	236												
Electrical/Electronics Technician	828-251-010	72												
Mass Media					C	C					C			
Writer and/or Editor	132-037-026	255												
Reporter & Correspondent	131-267-018	193												

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Print Media					C	C								
Writer and/or Editor	123-037-026	255												
Computer Application of Math/Stat						B	AB							
Computer Programmer	020-162-014	39												
Computer Programmer, Scientific	020-167-022	40												
Computer Science				AB	BC	A		C	ABP		C	ABP	B	BP
Computer Programmer	020-162-014	39												
Computer Programmer, Scientific	020-167-022	40												
Computer Operator	213-362-010	38												
Systems Analyst, EDP	012-167-066	228												
Creative Writing					C			C			C			
Writer and/or Editor	132-037-026	225												
Criminal Justice													AB	C
Paralegal	119-267-026	157												
Case Worker	195-107-010	22												
Police Detective Supervisor	375-167-038	168												
Police Patrol Officer	375-263-018	167												
Data Processing, Electronic					C				A					
Computer Programmer	020-162-014	39												
Computer Programmer, Scientific	020-167-022	40												

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Dental						C						B	C	C
Dental Assistant	079-371-010	56												
Dental Hygienist	078-361-010	57												
Dietetics						B						B		B
Dietition and/or Nutritionist	077-127-014	63												
Drafting & Design Tech./Industrial						AB								
Drafter	010-281-010	68												
Education					BCP	BP	C	BP	BP	BP	BP	BP	C	P
Teacher, Preschool/Kindergarten	092-227-018	234												
Teacher, Secondary School	091-227-010	235												
Teacher, College, Junior College	090-227-018	232												
Professor	090-227-010	178												
Graduate Assistant	090-227-014	91												
Principal	099-117-018	174												
Superintendent	099-117-022	222												
Child Care Worker	355-674-010	26												
Instructor, Reducing	153-227-014	105												
Vocational Education Counselor	045-107-042	247												
Teacher Aide	249-367-074	231												
Child Care & Development			B			AB		C		AA	C	B		P
Child Care Worker	355-674-010	26												

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Engineering				A				B						
Civil Engineer	005-061-014	27												
Electrical/Electronics Engineer	003-187-018	71												
Industrial Engineer	012-167-062	102												
Mechanical Engineer	007-061-014	132												
Engineer, Other	019-061-022	78												
Mechanical Engineering Technician	002-280-010	133												
Engineering Technician, Other	019-381-010	79												
Engineering Tech./Construction Mgmt.								B						B
Mechanical Engineering Technician	002-280-010	132												
Forestry														B
Fire Fighter	373-364-010	84												
Fish & Game Warden	379-167-010	81												
Health, Allied										ABC	BP			
Dental Assistant	079-371-010	56												
Dental Hygientist	078-361-010	57												
Medical Lab Technologist	078-121-010	138												
Medical Lab Technician	078-381-014	137												
Physician & Surgeon	070-101-078	164												
Radiology Technologist	078-362-026	186												
Medical Assistant	079-367-010	136												
Dentist	072-101-010	58												
Social Service Aide	195-367-010	213												
Psychiatric Aide	355-377-014	180												
Licensed Practical Nurse	079-374-014	114												

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Nurse's Aide and/or Orderly	355-674-014	147												
Nurse, Professional	075-121-010	148												
Pharmacist	074-161-010	162												
Speech Pathologist	076-107-010	214												
Physical Therapist	076-121-014	163												
Occupational Therapist	076-121-010	149												
Respiratory Therapist	079-361-010	194												
Optician, Dispensing	713-361-014	153												
Insurance														C
Underwriter	169-167-058	246												
Claim Examiner	241-267-018	28												
Insurance Clerk, Medical	214-362-022	107												
Sales Agent, Insurance	250-257-010	196												
Law														
Paralegal	119-267-026	157												
Lawyer	110-107-010	111												
Library Science														C
Librarian, Professional	100-127-014	112												
Library Assistant	249-367-046	113												
Manufacturing Technology						AB								
Industrial Engineer	012-167-062	102												
Engineer, Other	019-061-022	78												
Production Clerk	221-382-018	176												
Millwright	638-281-018	141												
Inspector	956-267-010	104												

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P = Graduate degree program (postbaccalaureate)

Instructional Programs Occupations	DOT #	VIEW SCRIPT #	Colby-Sawyer	Daniel Webster	Franklin Pierce	Keene State	Nathaniel Hawthorne	New England	New Hampshire	Notre Dame	Plymouth State	Rivier	Saint Anselm	Univ. of New Hampshire
Management				AB	B	BC	AB	C	ABP		ABP	B		C
Manager, Restaurant	187-167-106	127												
Manager, Store	185-167-046	128												
Manager, Automobile	185-167-058	125												
Manager, Wholesaler	185-167-070	129												
Manager, Merchandise	185-167-034	126												
Marketing				A	B		AB	C	B		ABC	BC		
Manager, Store	185-167-046	128												
Sales Clerk	290-477-014	197												
Manager, Wholesale	185-167-070	129												
Medical Lab Technology			A								AB	A		
Medical Lab Technologist	078-121-010	138												
Medical Lab Technician	078-381-014	137												
Medical Secretarial			A		C	C		C				B		C
Secretary	201-362-030	203												
Clerical Supervisor	206-137-010	31												
File Clerk	206-362-010	81												
Statistical Clerk	216-382-062	218												
Insurance Clerk, Medical	214-362-022	107												
Medical Technology			B							BC		BP		B
Medical Lab Technologist	078-121-010	138												
Medical Lab Technician	078-381-014	137												
Fashion Merchandising									A					
Sales Clerk	290-477-014	197												
Cashier	211-462-018	22												

Explanation of Codes

A = Associate's degree program
C = Certificate program
B = Bacherlor's degree program
P = Graduate degree program (postbaccalaureate)

Instructional Programs Occupations	DOT #	VIEW SCRIPT #	Colby-Sawyer	Daniel Webster	Franklin Pierce	Keene State	Nathaniel Hawthorne	New England	New Hampshire	Notre Dame	Plymouth State	Rivier	Saint Anselm	Univ. of New Hampshire
Music			C		BC	B		C		AB	B	AB		BP
Musician, Instrument	152-041-010	145												
Nursing			B										B	B
Nurse, Professional	075-121-010	148												
Licensed Practical Nurse	079-374-014	114												
Nutritional Care														B
Dietition and/or Nutritionist	077-127-014	63												
Occupational Therapy														B
Occupational Therapist	076-121-010	149												
Orthoptics			B											
Opticians, Dispensing	713-361-014	153												
Psychology			C		B	B	AB	B		C	B	ABP	D	BP
Psychologist	045-107-030	181												
Public Administration						C		B						
Public Administration Inspector	079-117-018	182												
Real Estate							C		C		C			C
Real Estate Broker	250-357-018	188												
Recreation and Parks			A			C					C			B
Camp Director	195-167-018	65												
Group Recreation Worker	341-367-010	190												
Resource Economics														BP
Fire Fighter	373-364-010	84												
Fish & Game Warden	379-167-010	86												

Explanation of Codes

A = Associate's degree program
C = Certificate program
B = Bachelor's degree program
P = Graduate degree program (postbaccalaureate)

Instructional Programs Occupations	DOT #	VIEW SCRIPT #	Colby-Sawyer	Daniel Webster	Franklin Pierce	Keene State	Nathaniel Hawthorne	New England	New Hampshire	Notre Dame	Plymouth State	Rivier	Saint Anselm	Univ. of New Hampshire
Retailing									B		C	C		
Buyer, Retail	162-157-018	18												
Manager, Merchandise	185-167-034	126												
Manager, Store	185-167-046	128												
Manager, Automobile	185-167-058	125												
Manager, Wholesaler	185-167-070	129												
Sales Clerk	290-477-014	197												
Sales Clerk Supervisor	299-137-021	198												
Sales Representative, Nontechnical	275-357-022	199												
Sales Representative, Technical	276-357-014	200												
Cashier	211-462-018	22												
Clerical Supervisors	206-137-010	31												
Collector	241-357-010	34												
Shipping & Receiving Clerk	222-387-050	210												
Procurement Clerk	976-567-010	175												
Safety Studies						AB								
Inspector	956-267-010	104												
Fire Fighting Supervisor	373-134-010	85												
Guard & Doorkeeper	372-667-034	97												
School Crossing Guard	371-567-010	202												
Police Patrol Officer	375-263-018	167												
Corrections Officer	372-667-018	47												

Explanation of Codes

A = Associate's degree program
C = Certificate program
B = Bachelor's degree program
P = Graduate degree program (postbaccalaureate)

Instructional Programs Occupations	DOT #	VIEW SCRIPT #	Colby-Sawyer	Daniel Webster	Franklin Pierce	Keene State	Nathaniel Hawthorne	New England	New Hampshire	Notre Dame	Plymouth State	Rivier	Saint Anselm	Univ. of New Hampshire
Secretarial Studies									A	AB	A	A		
Secretary	201-362-030	203												
Social Welfare/Work					B		C				C	BC	C	B
Case Worker	195-107-010	21												
Social Service Aide	195-367-010	213												
Transportation/Traffic Management				A										C
Supervisors, Nonworking	558-131-022	223												
Wildlife														BP
Fish & Game Warden	379-167-010	86												

APPENDIX D

MILITARY TRAINING OPPORTUNITIES

ARMY

The Army wants and needs good people. The kind of people we are looking for are those who believe they can benefit from what the Army has to offer while at the same time maintaining a commitment to serving our country and, if need be, defending it.

In other words, there is a place for you in the Army--if you want it, if you can qualify for it. To join or not to join is your decision.

While the Army is willing to invest a lot of time, talent, energy, and money to train you--if you decide to join--it is not a free ride.

For your part, you should understand that the Army's first interest is to train soldiers so that our nation and its people can be assured that the American way of life is preserved.

Secondly, the training, education, and benefits you receive are connected to your fulfilling your service commitment.

Those are the ground rules. There are ground rules in every type of employment and with every employer; those are the Army's.

It makes no difference what sex you are, or what your religious beliefs are, or what your ethnic origin is--if you want to join, we would like to have you.

And if you decide to join, you will be in line for some excellent benefits.

This is what you're entitled to the day you join the Army:

- Educational and career training (technical and professional)
- An opportunity to become a commissioned officer through ROTC or West Point, with a college degree
- Travel
- Specific guaranteed training upon entry
- Medical and dental care
- Low-cost commissary and post exchange services
- Guaranteed pay
- Promotion opportunities
- Trained consultants and counselors, plus many resources and references
- An Army community with a variety of attractions

Those are immediate benefits. In addition to them, your service in the Army entitles you to other, long-term benefits.

- Up to 75% of tuition for college, vocational, or technical courses taken during your off-duty time
- Veterans' Educational Assistance Program (VEAP), which allows you to accumulate up to $8,100 for school in just three years. If you save $25-$100 monthly, during your first enlistment, the government will add $2 for every $1 you contribute
- Pay bonuses
- Up to 30 days vacation per year
- Low-cost life insurance
- Lifetime retirement benefits after 20 years of service
- FHA In-service insured Loan for buying a home
- Certain housing, medical and educational services for your family
- Development of leisure-time skills
- If you apply for a civil service position after completing your Army tour, you will be eligible for the Veteran's Preference benefits

Perhaps you are asking yourself, "What if I see an occupation in here that appeals to me--and I don't qualify for it? What about my assignment--will it be just anywhere? Or do I have a choice?

The Army has no intention of taking chances with your career. If you qualify, you can enlist for a specific training program and a specific occupation. You'll even know where your assignment will be--and it is your choice.

If for some reason you don't qualify for the program you want, you are free to change your mind about enlisting. That is a guarantee. Your local Army Recruiter can fill you in on the details.

If you decide to join, the first thing we will do is send you to Initial Entry Training (Basic Training), where you will begin as a raw recruit and graduate seven to twelve weeks later as a skilled soldier--ready to go to your assignment and begin training for your specialty. From there, it depends on you--on your initiative and your ability.

As in most other employment, what you become in the Army is what you make of yourself. The Army will provide you with all the resources you need. You have to take it from there.

NAVY

Education. It's tough to make it in the world without it. High school. Technical school. College. Advanced degrees. Each step up the education ladder can make your future a little brighter.

But getting an education today costs money. That's where the Navy can help. Through Navy training you can learn skills that are in demand in today's business world. Once you've learned the skills you'll get to use them and gain valuable work experience that will put you way ahead of your civilian peers.

If you want a degree, certificate or diploma from a civilian school or college, the Navy can help you there as well. The Navy's educational assistance program called Navy Campus can help you get the education you want while on active duty. Wherever you go in the Navy, you can build credits through Navy Campus and earn:

- an associate, bachelor's or graduate degree;
- a technical or vocational certificate;
- a certification of completion of apprenticeship;
- a high school diploma or equivalency certificate.

Through Navy Campus, the Navy will pay 75 percent of the cost of your college studies. If you still need a high school diploma, the Navy will cover all costs while you earn it. Of course, it's better to stay in school and graduate before joining the Navy.

Maybe you're not sure of what educational goals you want to go after. Navy Campus education specialists can help you plan, then enroll, in a college program that fits your interests and talents.

Your education doesn't have to stop when you go to sea. In fact, you can start or continue your advanced education at sea with accredited courses taught by college professors who teach their classes aboard certain ships.

There's a lot more to learning in the Navy. There's free career and educational counseling, free testing services that can help you build academic credits fast and there's the chance to save money for your future education through the Veterans Educational Assistance Program (VEAP).

But the best part of learning in the Navy may not be the time you spend in classrooms. The travel to different places in the world and the adventure that's part of Navy life is an education in itself. In the Navy you can take advantage of a whole world of educational opportunities while holding a steady, good paying job and enjoying new adventures with people your own age.

Advanced education. Skills. Experience. Travel. Adventure. Benefits. All are available to you in the Navy.

Your local Navy recruiter can give you more information. Or call the Navy's toll-free national number, anytime, 800-841-8000. In Georgia, the number is 800-342-5855. In Alaska, call collect 272-9133. In Hawaii, dial 546-7540.

MARINES

Once you've earned the proud title UNITED STATES MARINE, new goals come into view. You never stop wanting to be better. And we Marines place a high value on such ambition. The Corps gives you the opportunity to advance yourself by offering you varied and valuable ways to improve your education. This folder outlines a number of our enlisted programs. Each program represents an opportunity to be grasped.

THE VETERANS EDUCATIONAL ASSISTANCE PROGRAM--known as VEAP is an outstanding way of cutting your college expenses. (College costs remain the same whether or not an individual has VEAP, however, an individual's personal cash outlay will be less as a result of VEAP.)

THE MARINES CAN HELP YOU GET A DIPLOMA. Understand, the Corps wants you to finish high school before you become a Marine. But if, for any reason, you can't do it the Corps stands ready to help you. If you haven't gotten your diploma--with its extra clout--you ought to go for it. Quick.

THE TUITION ASSISTANCE PROGRAM (TAP) was specially designed to give financial help to Marines who are willing to attend classes and work at improving themselves.

You may take courses and earn college credits at a regionally accredited college or university of your choice during your off-duty time.

If you're a Marine attending college in your off-duty time and you're transferred to another duty station. That could mean a loss of time and credits. But if you're attending a school participating in SERVICEMEMBER'S OPPORTUNITY COLLEGES (SOC), you can transfer credits to another SOC school. There is no loss of time and no loss of credits. And you can take advantage of SOC practically anywhere. About 400 colleges and universities are now part of the SOC network.

AIR FORCE

THE AIR FORCE ADVANTAGE means some of the finest technical training in the world. Our schools teach both practical skills and sound theory--a combination that can help you become an expert in one of our technical fields. Plus, the Air Force is an excellent place to gain valuable work experience.

Each year the Air Force trains thousands of young people like you in more that 130 different skills . . . skills that can work for you.

Several Enlistment Options . . . are available to you. The Guaranteed Training Enlistment Program guarantees you either a specific technical school or valuable on-the-job training in a specific Air Force skill following basic training.

The Aptitude Index program guarantees you training in one of the four major Air Force Aptitude Indexes--Mechanical, Administration, General, or Electronic. When you enter the Air Force under this program, you receive your first assignment during basic training.

The Community College of the Air Force . . . makes your training work for you right away. The college offers associate degrees in more than 80 fields that are related to Air Force and civilian skills. Completion of Air Force basic training and a technical training course qualifies you for credits that can be applied toward this degree.

The rest of the requirements are met by taking Air Force and civilian college-level courses. When you register for off-duty courses, the Air Force pays up to 75 percent of your tuition (up to 90 percent after about two years of service).

And the Community College of the Air Force maintains a worldwide transcript service that records your course completions regardless of where you're assigned.

You Will Find . . . the Air Force package to be one of the best in the nation. It includes the following:

- A good starting salary, with regular pay raises
- Excellent skill and technical training
- 30 days of vacation with pay each year
- Housing and meals (or an allowance, if married)
- Uniforms

- Medical and dental care
- Optional low-cost life insurance
- Off-duty educational opportunities
- Commissioning opportunities through the Air Force Academy, the Airman Education and Commissioning Program and Air Force ROTC

COAST GUARD

EIGHT WEEKS TO MASTER THE BASICS. You join the Coast Guard as an individual. Eight tough weeks of recruit training and you're a member of the team.

Boot camp is tough, it has to be. It's rigorous physical training. Practical classroom work. Orientation about Coast Guard history and missions. Lives and property are going to depend on the skills you learn. You'll absorb the basics of seamanship. Learning together. Working together. You'll be exposed to discipline to help you to better handle responsibility. Boot camp teaches what you have to do and then makes sure you're able to do it. Efficiently. As part of the team.

Recruit training is either at Alameda, California or Cape May, New Jersey. Assignments are usually to the center closest to where you enlist. But boot camp isn't all classes and calisthenics. There's still enough free time to make new friends, write letters, get plenty of sleep and enjoy three good meals every day. Recreational facilities, too. Gymnasiums for basketball and volleyball. Swimming pools. And when those eight weeks are over, you can expect about ten days of leave to go home. Could be the proudest ten days of your life. . .before your first Coast Guard duty assignment.

SKILL, KNOWLEDGE, PERFORMANCE GETS YOU UP THE LADDER. You have the confidence. You have a basic background. So you can take on as much as you like. Increase your responsibility and your rank increases. The Coast Guard wants you to advance. In fact, its encouraged.

If you are willing to learn, there are few limitations on where you can go. Promotions come fast to good performers. The time to check opportunities is while you're in boot camp or at your first unit. You will have experienced Coast Guard life. Seen what it's all about--first hand. So it's the best time to consider the job or schooling just right for you.

Many Guardsmen "strike" for a rate. Work on the job under petty officer supervision. Take the exam and score well and your name will appear on the next promotion list. Advancement is not limited to jobs either. You may qualify for Coast Guard Officer Candidate School and spend 17 weeks in Yorktown, Virginia earning your commission as a Coast Guard Officer.

There's a wide variety of other specialized formal training too. A combination of service time and college credits can qualify you for Officer Candidate School. Whether it's additional schooling, or on-the-job training or correspondence courses, there are many ways to advance upward through the ranks.

APPENDIX E

EDUCATION/TRAINING CODES

STANDARD OCCUPATIONAL CLASSIFICATION
(SOC) SYSTEM

Background

The Standard Occupational Classification provides a mechanism for cross-referencing and aggregating occupation-related data collected by social and economic statistic reporting programs. The system is designed to maximize the analytical utility of statistics on labor force, employment, income, and other occupational data collected for a variety of purposes by various agencies of the United States Government, State agencies, professional associations, labor unions, and private research organizations.

The classifications covers all occupations in which work is performed for pay or profit, including work performed in family-operated enterprises where direct remuneration may not be made to family members. This classification may be used to classify volunteers, but occupations unique to volunteer settings were not included in this edition. The SOC provides a coding system and nomenclature for identifying and classifying occupations within a framework suitable for use in and out of government.

OCCUPATIONAL EMPLOYMENT STATISTICS (OES) MATRIX PROGRAM

Background

The Occupational Employment Statistics (OES) program is a Federal-State cooperative program designed to produce national, State, and area data on current and projected occupational employment for use in planning vocational education and training programs and in career guidance. It provides a consistent conceptual and methodological approach to the development of State and local data by the State Employment Security agencies in cooperation with the Bureau of Labor Statistics and the Employment and Training Administration. The Bureau of Labor Statistics develops the national OES data. The OES program has been adopted by NOICC as the standard principal source of current and projected occupational employment data for use in an occupational information system.

In general, information on current occupational employment is based on a direct survey of employers, the OES survey and on a current industry-occupational matrix derived from the OES survey. In States where the survey data are not available, the matrix is based on data updated from the 1970 Census of Population.

GUIDE FOR OCCUPATIONAL EXPLORATION (GOE)

Purpose of the Guide

One of the first objectives of the U.S. Federal-State Employment Service System is to help people see themselves realistically in regard to their ability to meet job requirements. The Guide for Occupational Exploration is designed for that purpose. By providing information about the interests, aptitudes, adaptabilities, and other requisites of occupational groups, the Guide makes possible a comparison of these requirements with what the individual knows about himself or herself. It is also a tool for counselors assisting individuals in self-assessment and occupational choice.

The language of the text is simple and nontechnical, intended for any reader's use, with or without counseling help: the youth who is planning a career; the person who must, or wishes to, change jobs; the partially qualified or unqualified jobseeker; and the counselor or vocational adviser who assists others with career exploration and planning and occupational choices or changes.

Organization

The data is this publication are organized into 12 interest areas, 66 work groups, and 348 subgroups.

Interest Areas

The interest areas correspond to the interest factors which were identified from the research and development activities in interest measurement conducted by the Division of Testing in the U.S. Employment Service. The interest factors represent the broad interest requirements of occupations as well as the vocational interests of individuals. Both the factors and the areas are identified by a two-digit code, for example:

> 01-An interest in creative expression of
> feelings or ideas.

Work Groups

Within each interest area are work groups--jobs suitable for exploration by those who have the particular interest. Each work group contains descriptive information and a listing of jobs. Within each group, the jobs are of the same general type of work and require the same adaptabilities and capabilities of the worker. Each group has its unique four-digit code and title, for example:

01.01 Literary Arts

The number of groups in each area varies from 2 in Area 12 to 12 in Area 5.

Subgroups

Within each work group, jobs are subgrouped to make it easier for the reader to distinguish among jobs. Each subgroup has its six-digit unique code and title, for example:

01.01.02 Creative Writing

Because of the number of jobs within some of the subgroups, a further clustering of these jobs by industry is made, for example, aircraft manufacturing, iron and steel, motion picture. Within the same industry designation occupations are listed in alphabetical order and also within each subgroup. If an occupation has more than one industry designation, it is listed under that which occurs first alphabetically; for example, a job having the industry designations of motion picture, radio, and tv broadcasting would be listed under "motion picture."

The following illustrates the components of the structure:

01	Artistic	(Interest area)
01.01	Literary Arts	(Work group)
01.01.02	Creative Writing	(Subgroup)
	Screen Writer (motion pic, radio & tv broad.) 131.087-018	
	Crossword-Puzzle Maker (print. & pub.) 139.087-010	
	Editorial Writer (print. & pub.) 131.067-022	
	Biographer (profess. & kin.) 052.067-010	
	Copy Writer (profess. & kin.) 131.067-014	
	Humorist (profess. & kin.) 131.067-026	
	Lyricist (profess. & kin.) 131.067-034	
	Poet (profess. & kin.) 131.067-042	

Writer, Prose, Fiction, and Nonfiction
(profess. & kin.)
131.067-946
Continuity Writer (radio & tv broad.)
131.087-010

Descriptive information for each group gives the kinds of job activities performed, the requirements made on the worker, clues for relating individuals to the type of work, preparation for entry into jobs, and other pertinent items.

To meet the needs of all the users of this publication, four appendixes are added.

Appendix A:	Background and technical development of the Interest Factors and the Guide. Describes the concepts and procedures for the development of the interest factors, and methodology for their use in determining interest areas in this publication. Includes the techniques and procedures used in developing the work groups and subgroups.
Appendix B:	USES Interest and Aptitude Tests (measurement tests oriented to utilization of the Guide). Provides (1) a brief description of the USES Interest Inventory and General Aptitude Test Battery (GATB) (measures of an individual's occupational interests and aptitudes oriented to the Guide and its use); and (2) a listing of occupations for which specific Aptitude Test Batteries (SATB's) have been developed to aid counselors who have access to the GATB.
Appendix C:	Use of the Guide in organizing career and occupational information resources. Contains techniques and procedures for cataloging and filing occupational information materials according to the structure in the Guide.
Appendix D:	Alphabetic Arrangement of Occupations. Lists all the occupations in the Guide. Bridges the occupations in the Dictionary of Occupational Titles (DOT) and the subgroups in the Guide. Includes all occupations in the DOT, fourth edition, excepting those specifically related to the military. Occupational titles are the same as those in the Dictionary, followed by the industry designation(s), the Dictionary code, and the six-digit code from this publication. Base titles are in capital letters;

undefined related titles, in initial capital letters; and alternate titles, in lower case letters.

DIRECTORY OF OCCUPATIONAL TITLES (DOT)

Work is organized in a variety of ways. As a result of technological, economic, and sociological influences, nearly every job in the economy is performed slightly differently from any other job. Every job is also similar to a number of other jobs.

In order to look at the millions of jobs in the U.S. economy in an organized way, the DOT groups jobs into "occupations" based on their similarities and defines the structure and content of all listed occupations. Occupational definitions are the result of comprehensive studies of how similar jobs are performed in establishments all over the nation and are composites of data collected from diverse sources. The term "occupation," as used in the DOT, refers to this collective description of a number of individual jobs performed, with minor variations, in many establishments.

There are six basic parts to an occupational definition. They present data about a job in a systematic fashion. The parts are listed below in the order in which they appear in every definition:

(1) The Occupational Code Number
(2) The Occupational Title
(3) The Industry Designation
(4) Alternate Titles (if any)
(5) The Body of the Definition
  (a) Lead statement
  (b) Task element statements
  (c) "May" items
(6) Undefined Related Titles (if any)

A typical DOT definition (with each of the six parts labeled) is analyzed subsequently.

The Occupational Code Number

The first item in an occupational definition is the 9-digit occupational code (in the example, 652.382-010). In the DOT occupational classification system, each set of three digits in the 9-digit code number has a specific purpose or meaning. Together, they provide a unique identification code for a particular occupation which differentiates it from all others.

The first three digits identify a particular occupational group. All occupations are clustered into one of nine broad "categories" (first digit), such as professional, technical and managerial, or clerical and sales occupations. These categories break up into 82 occupationally specific "divisions" (first two digits), such as occupations in architecture and engineering within the professional category, or stenography, typing, filing, and related occupations in the clerical and sales category. Divisions, in turn, separate into small, homogeneous "groups" (first three digits)--559 such groups are identified in the DOT. The nine primary occupational categories are listed below:

0/1 Professional, Technical, and Managerial Occupations
2 Clerical and Sales Occupations

DATA (4th Digit)	PEOPLE (5th Digit)	THINGS (6th Digit)
0 Synthesizing	0 Mentoring	0 Setting Up
1 Coordinating	1 Negotiating	1 Precision Working
2 Analyzing	2 Instructing	2 Operating-Controlling
3 Compiling	3 Supervising	3 Driving-Operating
4 Computing	4 Diverting	4 Manipulating
5 Copying	5 Persuading	5 Tending
6 Comparing	6 Speaking-Signalling	6 Feeding-Offbearing
	7 Serving	7 Handling
	8 Taking Instructions-Helping	

Worker functions involving more complex responsibility and judgment are assigned lower numbers in these three lists while functions which are less complicated have higher numbers. For example, "synthesizing" and "coordinating" data are more complex tasks than "copying" data; "instructing" people involves a broader responsibility than "taking instructions-helping"; and "operating" things is a more complicated task than "handling" things.

The worker functions code in the example (382) relates to the middle three digits of the DOT occupational code and has a different meaning and no necessary connection with group code 652 (first three digits).

The worker functions[4] code (382) may relate to any occupational group. It signifies that the worker is "compiling" in relation to data (3); "taking instructions-helping" in relation to people (8); and "operating-controlling" in relation to things (2). The worker functions code indicates the broadest level of responsibility or judgment required in relation to data, people, or things. It is assumed that, if the job requires it, the worker can generally perform any higher numbered function listed in each of the three categories.

The last three digits of the occupational code number indicate the alphabetical order of titles within 6-digit code groups. They serve to differentiate a particular occupation from all others. A number of occupations may have the same first six digits, but no two can have the same nine digits. If a 6-digit code is applicable to only one occupational title, the final three digits assigned are always 010 (as in the example). If there is more than one occupation with the same first six digits, the final three digits are usually assigned in alphabetical order of titles in multiples of four (010, 014, 018, 022, etc.). If another printing machine occupation had the same six digits as CLOTH PRINTER (any ind.), and began with the letter "D," it would be assigned the occupational code 652.382-014.

The full nine digits thus provide each occupation with a unique code suitable for computerized operations.

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP)

According to 1978 data, there are in the United States over 3,100 colleges and universities, over 7,600 noncollegiate schools offering occupational programs, and over 15,000 elementary and secondary school districts. Most of these schools and colleges have developed instructional programs that meet the needs of their institution and its students, have labeled those programs in terms that identify and describe those programs in ways that best serve their internal needs, and have evolved classification and coding schemes that reflect their own arrangements and meet their management needs.

However, many times schools and colleges must communicate information about their programs with State or Federal agencies, professional or accrediting groups, and other institutions in a language that everyone understands. In this case, that means a set of data categories and definitions that are subscribed to by all parties to the information exchange (data collecting and reporting) activity. This does not mean that institutions must modify their internal systems to satisfy the needs of external reporting. To the contrary, to do so would reduce the utility of data for internal use, in most institutions the primary consideration. Rather an institution should be prepared to translate its data into a common structure for purposes of reporting data and otherwise communicating with other agencies and institutions. It is recommended that primary sources of information (i.e., schools and colleges) use this classification to structure their record-keeping system for internal use if:

1) it is found to be appropriate for intra-institutional use, and

2) external (reporting) uses are so prevalent relative to internal uses that efficiency is better served.

This classification is intended as a reference tool to assist in the collection, reporting, and interpretation of data about instructional programs. It is intended to aid those who: design data-collection instruments; respond to the questionnaires; and compile, verify, and analyze data. The classification provides a universe for designers of data-collection instruments from which program titles may be selected. Survey respondents and those who compile and verify data may view the classification as a dictionary to clarify where a particular datum should be reported. And finally, researchers and analysts can use the classification as a means of understanding the scope or content validity of a particular datum.

The classification will also provide the Federal government with a standard means of describing instructional programs that can be used in developing Federal survey instruments. National Center for Educational statistics (NCES) will use the classification for a Taxonomy of Instructional Programs in High Education commonly called HEGIS and the Vocational Education Data System (VEDS) surveys as well as other National Center for Educational statistics (NCES) surveys. A Taxonomy of Instructional Programs in Higher Education (HEGIS) consists of a number of individual survey instruments, one of which focuses on the number of associate, bachelor's, master's, doctor's, and first-professional degrees granted by colleges and universities. Degree data are reported by kind of degree and by field or speciality. This classification will serve as the standard reference from which appropriate specialty categories appearing on the HEGIS form will be drawn. As a result of the 1976 Education Amendments, NCES is also charged with establishing VEDS to supply annual data on vocational education programs in secondary schools, vocational-technical schools, and colleges and universities. (Public Law 94-482. Sec. 161, 20USC2391). VEDS data is also collected by specialities or fields. The classification will provide the standard reference material from which the list of vocational education specialities appearing on the survey instrument will be created.

Quite apart from federal purposes and obligations, the classification has value for States and institutions. State education agencies, central offices of colleges and university systems, and superintendents of large school districts have data reporting needs not unlike those of the Federal government. These administrative units require standardized data on instructional programs for such functions as budgeting, funding, planning, allocating classroom space, assigning personnel, and reviewing programs. State agency personnel need standardized data from each institution within their state, for example, to compare program offerings and avoid duplications. Central university system offices and school district offices also rely upon standardized data to prepare system-wide and district-wide budgets.

The classification should also be useful to individual institutions. To keep abreast of latest developments, institutions belonging to a particular interest group frequently wish to exchange data on a regular basis. Similarly, institutions undertaking self-studies often wish to compare their own data with equivalent data from institutions of like size and complexity.

Among the many potential users of this classification are State and Federal agencies and other organizations that are not primary sources of data about instructional programs. Since they must first collect data from schools and colleges before they can either use the data or pass it on to third parties; such organizations may well find it useful to structure their recordkeeping systems in accordance with the classification. Indeed, as a result of the review of the preliminary draft, the coding structure has been modified somewhat to make this particular use more easy to accommodate.

Classification (Specialty/Rating) Systems of the Military Services

Each of the five Armed Services utilizes classification systems identifying job speciality/rating which are similar in purpose but different in terminology and structure. The enlisted pay grades range from E-1 (the lowest grade) to E-9 (the highest grade attainable).

U.S. ARMY (MOS)

Enlisted Military Occupational Specialty (MOS) Structure: The Army's enlisted MOS structure is the tool used for the classification, training, evaluation, and career progression of enlisted personnel. Career Management Fields are groups of related specialties that represent major subdivisions of the MOS structure and provide visible and logical progression from pay grade E-1 through E-9.

The Career Management Fields (CMFs) are further subdivided into subfields which contain groupings of the most closely related MOS's with the Career Management Field. The structure consists of 35 Career Management Fields.

The MOS is a broad occupational identification that identifies a type of skill without regard to level of skills. The MOS code is a specific occupational identification that identifies both type of skill and level of skill.

The enlisted MOS Code (MOSC) consists of five basic digits. The first three are two numbers and one letter. Collectively, they identify the military occupational specialty without regard to level of skill. The fourth and fifth digit in combination with the preceding three digits indicate skill level within the MOS.

Example:

12 B	Combat Engineer
12 B 40	Combat Engineer Platoon Leader

Career planning provides for the optimum development and use of an individual by providing progression to pay grade E-9, opportunities for formal training, on-the-job training, civilian education and selective assignments necessary for progression to higher grades, counseling the individual soldier to assist in the establishment of proper career goals, classifying the soldier in terms of the highest qualifications, and assigning him/her in accordance with the MOS attained, and then motivating him/her by providing equitable promotion opportunities.

U.S. NAVY (ECCS)

Enlisted Rating Structure

The Navy's enlisted rating structure is the primary administrative tool for the broad classification and identification of enlisted personnel. This structure consists of rates and ratings that are the framework for enlisted career development. It is a single, integrated structure, with emphasis on specialization at the lower petty officer (pay grades) levels. Senior Petty officers at the upper levels (pay grades E-7, E-8, E-9) possess broad military and technical qualifications.

The enlisted rating structure provides paths of advancement from pay grades E-1 through E-9. The structure consists of six general apprenticeships within pay grades E-1 through E-3: Fireman (FN), Seaman (SN), Airman (AN), Constructionman (CN), Hospitalman (HN), and Dentalman (DN), and approximately 71 ratings, both general and service, in pay grades E-4 through E-9.

A general rating is a broad occupational field, encompassing similar duties and functions, which require related patterns of aptitudes and qualifications, and which provide paths of advancement for career development. A general rating is identified by a two-letter abbreviation (PN-Personnelman, EO-Equipment Operator, EM-Electrician's Mate, etc).

Service ratings are subdivisions of certain general ratings which, by delineating specific areas of occupational standards, provide for required specialization in training and utilization of personnel. A service rating is identified by a three-letter abbreviation and the duties, although related, are more specialized (GMG-Gunner's Mate (Guns)), GMM-Gunner's Mate (missiles)).

All people entering the Navy are first identified within an apprenticeship, and when qualified, by a general or service rating.

Enlisted Classification Coding System: The Navy enlisted classification coding structure supplements the enlisted rating structure in identifying personnel who possess special knowledge and skills acquired through advanced schooling and/or on-the-job training. Rating series codes are four-digit codes normally preceded by a rating abbreviation (Personnelman-PN-2612 Classification Interviewer, Yeoman-YN-2512 Staff Writer, Boatswain's Mate-BM-0164 Assault Boat Coxswain) and identify personnel which possess additional skills that are related to a specific general or service rating. Only those individuals within the rating indicated may, when qualified, be assigned a rating series code.

Special series codes are four-digit codes with no rating abbreviation (9539 Hydrofoil Craft Crewman, 5321 UDT Swimmer) and identify personnel who possess additional skills that are not related to any particular general or service rating. Any individual may, when qualified, be assigned a special series code.

Some classification codes start at the pay grade E-2 or E-3 level, but the majority require that an individual be in pay grades E-4 or above.

U.S. COAST GUARD (EQCS)

Enlisted Rating Structure

The Coast Guard enlisted rating structure consists of paths of advancement from pay grade E-1 through E-9. This structure consists of General and Service ratings and is the primary administrative tool for the classification and identification of enlisted personnel. The structure consists of three general apprenticeships within pay grades E-1 through E-3, Fireman (FN), Seaman (SN), and Airman (AN), and approximately 26 general and service ratings in pay grades E-4 through E-9.

A general rating is a broad occupational field encompassing similar duties and functions which require related patterns of aptitudes and qualifications, and provides paths of advancement for career development. A general rating is identified by a two or three letter abbreviation (YN-Yeoman, MST-Marine Science Technician).

Service ratings are subdivisions of certain general ratings which, by delineating specific areas of qualification, provide for required specialization in training and utilization of personnel. At present the Coast Guard utilizes one service rating, ETN--Electronics Technician Communications. The duties of a service rating although related to the general rating, are more specialized.

Enlisted Qualification Coding System

The Coast Guard enlisted qualification coding system supplements the enlisted structure by identifying special skills and knowledge that require a more refined or specific identification than is provided by rates and ratings. Qualification codes (QC) are two digit codes normally preceded by rating abbreviation and identify personnel and billets which possess additional skills that are related to a specific general or service rating.

Example:

YN	Yeoman
YN-01	(QC): Court Reporter, Stenographic

U.S. AIR FORCE (AOCS)

Airman Occupational Classification Structure

The basic unit of the Airman Occupational Classification Structure is the Air Force Specialty (AFS). Air Force Speciality Codes (AFSC's) provide a systematic means for: (1) identifying training and position requirements and individual qualifications, (2) facilitating personnel accounting, distribution, and assignment procedures, and (3) orderly staff planning and programming of personnel resources to meet force requirements. Airman AFSC's consist of five numerical digits. The first two digits identify the career field, the third digit combined with the first two digits identifies the career field subdivision, the fourth digit identifies the skill level of AFS, the fifth digit combined with the other four digits identifies the special AFS. When more specific identification requirements and individual qualifications are required, alpha suffixes or prefixes are authorized for use with numerical codes. An AFS alpha suffix identifies positions associated with particular equipment or functions within an AFS. An alpha prefix identifies an ability, skill, special qualification, or system designator not restricted to a single AFS.

Example:

29	Career Field: Communications Operations
293	Career Field Subdivision: Radio Operations
2937	Skill Level: Advanced
29373	Specific AFS: Radio Operations Supervisor
29373A	Suffix: Complete code of Radio Operations Supervisor (Airborne Command Post Communications)
A29373A	Prefix: Complete code of (Aircrew) Radio Operations Supervisor (Airborne Command Post Communications)

Special duty identifiers are established as an adjunct to the airman classification structure. They identify position authorizations and individual airmen who are not performing an actual group of tasks on a semi-permanent or permanent duty basis. These duties are unrelated to any specific career field.

Reporting identifiers are established to provide identification for position authorizations and individual airmen who are not otherwise identifiable in the classification structure.

Helper level AFSC's are established for initial identification and management of airman personnel. Helper level AFSC's are provided for most career fields to identify airmen initially classified for training or duty in a ladder within the career field.

U.S. MARINE CORPS (MOS)

Military Occupational Specialty (MOS) System

The military occupational specialty (MOS) system presents the job structure, grade levels E-1 through E-9, that will enable the Marine Corps to carry out its assigned mission as directed. The enlisted job structure identifies Marine Corps enlisted skill attributes or requirements within specific functional areas. To achieve the most efficient and effective classification, assignment, promotion, and utilization of personnel, the Marine Corps job structure has been constructed on the concept that similar skill and knowledge requirements are grouped in functional areas, known as occupational fields. There are 38 different enlisted occupational fields.

The MOS describes a group of related duties and responsibilities that extend over one or more grades. Each MOS consists of four digits and a descriptive title. The first two digits designate the occupational field, the third normally identifies the promotional channel, and the fourth identifies the specialty within the occupational field or additional skill or knowledge requirements. These requirements are beyond the basic MOS and are normally acquired through advanced schooling or experience.

Example: MOS--6012 Aircraft Mechanic, A4/TA4
60 -- Occupational Field: Aircraft Maintenance
601 -- Promotional Channel: Aircraft Mechanic: E-1 to E-7
6012 -- Speciality: Aircraft Mechanic, A4/TA4

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APPENDIX F

REFERENCES AND RESOURCES

REFERENCES

Akey, Denise S. Encyclopedia of Associations. Detroit, MI: Gale Research Company. Published annually.

Career Guidance Service. Career Cluster File. Largo, FL: Careers, Inc., 1978.

Employment and Training Administration. Guide for Occupational Exploration. Washington, DC: Superintendent of Documents, 1979.

Lambert, Roger; Carlum, David; Howard, Nancy, Myrin, Ron; Drier, Harry; Williams, Fred; and Salkin, Melinda. Classification Structures for Career Information. Vols. I & II. Madison: Wisconsin Occupational Information Coordinating Council, 1981.

Malitz, Gerald S. A Classification of Instructional Programs. Washington, DC: National Center for Education Statistics, 1981.

Montana Department of Vocational and Occupational Education, Information Coordinating Committee. Montana VIEW. Helena, MT: Author, 1979.

New Hampshire College and University Council. College in New Hampshire. Manchester, NH: Author, 1982-1983.

New Hampshire Vocational-Technical Colleges Catalog. Concord, NH: Author, 1982.

Oklahoma State Department of Vocational and Technical Education. Oklahoma VIEW Handbook. Rev. Oklahoma City, OK: Author, 1981.

U.S. Air Force. Go for the Air Force Advantages. Brochure. Washington, DC: U.S. Government Printing Office, 1981.

U.S. Coast Guard. Help Others. Help Yourself in the Coast Guard. Washington, DC: U.S. Government Printing Office, 1978.

U.S. Department of Defense, U.S. Military Enlistment Processing Command. Military-Civilian Occupational Source Book. 2nd ed. Fort Sheridan, IL: Author, 1978.

U.S. Department of Defense. Occupational Conversion Manual: Manpower, Reserve Affairs, and Logistics. Alexandria, VA: Author, 1980.

U.S. Department of Labor, Bureau of Labor Statistics. Occupational Outlook Handbook, 1982-1983. Washington, DC: U.S. Government Printing Office. Published biennially.

Wineforder, David W. Career Information System Professional Manual. Workshop ed. Bloomington, IL: McKnight Publishing Co., 1978.

RESOURCES

The materials listed below provide additional information on career exploration.

Career Information Center. Butterick Publishing Co., New York, New York.

This series of thirteen books focuses on describing major occupational areas (business communications, etc.).

Career Opportunity Series. CATALYST, New York, New York.

Each of the twenty-seven booklets covers a particular occupation, with a focus on the special needs of women. Geared toward professional careers. The series includes case histories and where to get more information about the particular career area. Part of the series also deals with the decision-making process as it relates to work and career selection.

Careers Tomorrow. Gene R. Hawes. Plume Books, New York, New York.

This book predicts jobs of tomorrow; lists top demand jobs in terms of skills needed, training, salary, working conditions, etc.

Chronicle Occupational Briefs. Chronicle Guidance Publications, Inc., Moravia, New York.

The briefs are job descriptions similar in format to those in *Occupational Outlook Handbook*. The series is updated regularly.

Deciding. H.B. Gelatt and Barbara Varenhorse. College Entrance Examination Board, Princeton, New Jersey, 1972.

The document is an early classic decision-making model for career counseling.

Desk-Top Careers Kit. Careers, Inc., Largo, Florida.

The series contains career briefs by D.O.T. classification. More than one person may use kit at a time; continuous revision provided.

Dictionary of Occupational Titles. Bureau of Labor Statistics, U.S. Department of Labor. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. (order stock number 029-013-00079-9).

The D.O.T. is designed as a job placement tool to facilitate matching job requirements and worker skills. The D.O.T. includes standardized and comprehensive descriptions of job duties and related information for 20,000 occupations. It can be used to broaden students' occupational awareness and to help project new or emerging career areas. Training in the use of the D.O.T. is recommended for staff to optimize its effective use.

Education Opportunities Series. CATALYST, New York, New York.

This series includes eleven booklets describing different college majors (Business Administration, Law, Health Services, etc.). It is designed for women; but is useful also for men.

Encyclopedia of Careers and Vocational Guidance. William E. Hopke, Ed. Doubleday, 1978.

Two-volume set describes industries by job classifications and specific careers within area of work, with descriptions of requirements, methods of entry, and future job outlook.

Finding a Job You Feel Good About. Clifford B. Garrison. Argus Communications, Nile, Illinois.

The publication is brief and well illustrated; recommended for all age levels.

Guerilla Tactics in the Job Market: A Practical Manual. Tom Jackson. Bantam Books, Inc., New York, New York, 1978.

Practical, step-by-step way of approaching the job search.

Guide for Occupational Exploration. Employment and Training Administration, Superintendent of Documents, Washington, D.C. (order stock number 0-29-010-00080-2).

Designed for use with the *Dictionary of Occupational Titles*, the guide is organized by interest areas, further divided into work groups and subgroups. Helps individuals explore a variety of occupations within a specific area.

The Harrington-O'Shea System for Career Decision-Making (System 5). Thomas F. Harrington and Arthur J. O'Shea. Chronicle Guidance Publications, Moravia, New York, 1978.

This self-scoring report allows one to match abilities, values, and interests with career areas.

How to Decide: A Workbook for Women. Nellie T. Scholz, Judith Prince, and Gordon Miller. Avon Books, New York, New York, 1975. (Also published by College Board under the title, *How to Decide: A Guide for Women*.)

The workbook helps women to assess their values, goals, and strengths, and to determine strategies.

I Can Be Anything: Careers and Colleges for Young Women. Joyce Stayton Mitchell. College Board Publication Orders, Princeton, New Jersey, 1978-revised.

Especially written for women exploring careers, this book provides information about education, salary, and future outlook for women in particular career areas.

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else. David Campbell. Argus Communications, Niles, Illinois, 1974.

A career and life-planning book for people who have little or no direction. It is thought provoking and enjoyable reading and good for all age levels.

Job Power Now: The Young People's Guide to Job Finding. Haldane, Haldane, and Martin. Acropolis Books Ltd., Washington, D.C., 1976.

"Jobs for Which" Series. Bureau of Labor Statistics, U.S. Department of Labor, Washington, D.C., 1979. Five booklet series.

Each booklet deals with careers requiring a specific level of training/education (e.g. college degree, high school diploma, etc.). It is good for those looking for careers given their current educational level and for those considering further education; revised frequently.

A Massachusetts Guide: Promising Practices in Career Education. May M. Thayer and Elizabeth C.R. Chase, Eds. Massachusetts State Department of Education, Division of Occupational Education, Boston, Massachusetts, 1981.

This guide describes thirty-three promising practices in career education in Massachusetts, which represent a cross-section of geographical locations, student populations, and program components. It is designed for use by those individuals who are looking for suggestions on how to implement, revise, or augment career education programs in their schools. The programs described provide for curriculum infusion, staff development, community collaboration, career guidance, resource centers, and services to special populations. The guide is divided into four sections including an introduction.

Matching Personal and Job Characteristics. Kathy Wilson. U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Printing Office, Washington, D.C., 1978.

The pamphlet contains a chart matching jobs with characteristics needed to perform them; useful as beginning exploratory tool.

Minnesota Vocational Interest Inventory. Psychological Corporation, New York, New York.

The interest inventory for high school and adult groups provides scores on 21 occupational scales.

Occupational Outlook for College Graduates, 1978-79 Edition. Daniel E. Hecker. U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C.

This guide to career opportunities in over one hundred fields covers a broad range of occupations for which a college degree is, or is becoming, the usual background for employment. For each occupation, information is presented on the nature of the work; places of employment; education, skills, and abilities required for entry; employment outlook; earnings; and working conditions. Information is also presented on how to use the guide, where to go for more information, assumptions and methods used in preparing employment projections, and important occupational and industrial employment trends.

"Occupational Outlook Quarterly." Bureau of Labor Statistics, U.S. Department of Labor. U.S. Government Printing Office, Washington, D.C.

Published quarterly, this publication reviews developments affecting employment opportunities and findings of new occupational outlook research.

The Quick Job-Hunting Map. Richard N. Bolles and Victoria B. Zenoff. National Career Development Project, 1977. Order from Ten Speed Press, Berkeley, California.

Pamphlet; workbook approach to the job search; starts with identifying skills a person has and wants to sell; ends with information on the interview. Details other actual job search techniques.

Resume Writing: Guide to Preparation. New York State Department of Labor, Office of Education-Public Information, Albany, New York, 1978.

Resume outline and sample; how to use a cover letter, plus a section on self-appraisal; good section on approaching an interview situation.

The Self-Directed Search. John C. Holland. Consulting Psychologists Press, Inc., Palo Alto, California.

An interest inventory which is a good place to begin if client can't articulate career directions.

Strong-Campbell Interest Inventory. Edward K. Strong and David P. Campbell. Stanford University Press, Stanford, California.

The interest tests can be used as a starting point in career counseling.

Sweaty Palms: The Neglected Art of Being Interviewed. M. Anthony Medley. Lifetime Learning Publications, Belmont, California, 1978.

Focuses exclusively on the interview; good for all ages.

The Three Boxes of Life and How to Get Out of Them. Richard N. Bolles. Ten Speed Press, Berkeley, California, 1978.

The book presents a comprehensive approach to life/work planning. It provides philosophy, practical suggestions, and exercises to help people integrate the three boxes of life: school, work, and retirement.

Vocational Biographies. Vocational Biographies, Inc., Sauk Centre, Minnesota.

The biographies provide an understanding of an occupation from the perspective of an individual employed in the field. The pamphlets, which are updated annually, can serve as a good supplement to other more detailed information sources. They also provide references to other free pamphlets available on the particular occupation.

What Color Is Your Parachute? A Practical Manual for Job Hunters and Career Changers. Richard Bolles. Ten Speed Press, Berkeley, California, 1979-revised.

One reviewer calls it the "bible" and one of the best self-help guides in the field. Easy and fun reading, it includes how to clarify values, identify skills, and find a job. It outlines a non-traditional job-seeking approach proven effective. Contains an excellent bibliography to other sources of information. Also a Top Source in Career Information and Life Planning section.

Where Do I Go From Here With My Life? John C. Crystal and Richard N. Bolles. Ten Speed Press, Berkeley, California, 1978.

A combination training manual and classroom curriculum guide; for use by: (1) trainers of instructors or counselors in career and life planning, occupational decision-making, and the job-hunt; (2) instructors working with groups of any age; and (3) self-motivated individuals working on their own.

RESOURCES

The materials listed below provide additional information on economy issues.

Consumers in an ERA of Shortages and Inflation. Karen Hull, Ed. American Council on Consumer Interests, Columbia, Missouri, 1975.

This document contains abstracts or manuscripts of twenty-nine presentations examining the problem of how to cope with inflation and how best to deal with resource shortages, both of which might become even more acute in the future.

An Economic Course for Elementary School Teachers. Second Revised Edition. Hugh Lovell and Charlotte Harter. Joint Council on Economic Education, New York, New York.

This handbook is intended to demonstrate to classroom teachers how to teach economics to children, grades 1-9. Teachers enrolled in the course carry out their own pupil activities which teach economy ideas. These activities include problem solving, case studies, skits, making posters, viewing of films, and role playing. The teachers write a brief description of the concept the activity teaches and the teaching techniques used and share their experience with the activities in group discussion.

Economic Decision-Making. Donald P. Vetter and others. Carroll County Public Schools, Board of Education of Carroll County, Westminster, Maryland, 1977.

This unit helps ninth grade students analyze alternative choices in consumer decision situations and defend the selections; evaluate information and make decisions about what to produce, how to produce, and for whom to produce when making a product to sell; and analyze the interrelationships of producers, consumers, and government, in national and international economic situations. Three parts contain lessons which are inquiry-oriented and are based on student activities. Each lesson contains a stated purpose, a classroom procedure, suggested materials, and activities. Resource pages for activities are included.

The Economics of Aging: A Guide for Independent Study. George Dawson. State University of New York, Center for Business and Economic Education, Old Westbury, New York, 1981.

The major portion of this publication contains a bibliography of resources which students can utilize in a study of the economic problems of aging. For example, it is suggested that students might make a thorough study of retirement planning, do research on the housing situation of the elderly, or examine the programs of their state and local governments pertaining to the aged. The bibliography that follows cites books, journals, newsletters, monographs, special reports, directories, and a few select journal articles. Also included is a list of both public and private agencies and organizations with various kinds of programs for the elderly. The appendix contains a paper entitled "The Problems of the Older Worker: Factors that Affect Employment Status."

An Educator's Guide to the Three Es: Energy, Ecology, Economics. Sally R. Campbell. Terry J. Finlayson, Sears, Roebuck and Co., Chicago, Illinois, 1978.

The booklet presents concepts, generalizations, background information, and learning activities for use in elementary and secondary school programs on energy, ecology, and economic issues. Major objectives of the resource guide are to help students understand problems related to the energy situation and to promote constructive changes in attitude and behavior in dealing with the energy challenge. Learning activities involve students in discussing key concepts such as fuel supplies and energy policies; defining terms; taking multiple-choice tests; writing research papers; identifying conservation measures; devising steps to implement energy conservation; participating in group projects; drawing cartoons, posters, and energy timelines; debating energy policies; and setting up water and energy saving guidelines. Grade level is identified for each learning activity.

Energy: A Critical Decision for the United States Economy. Revised Edition. Samuel M. Dix. Energy Education Publishers, Grand Rapids, Michigan, 1977.

This publication provides a basic analysis of the nation's energy status and attempts to relate a realistic projection of the future. It projects available alternatives to a total economic collapse considering the lack of a national energy policy at the time of writing. The three parts of this publication examine the energy dilemma, present petroleum and natural gas supply information, and suggest the future outcome of the energy crisis for the United States. The energy outlook presented in this book is not an optimistic one.

Industrialization of Rural Areas: Recent Trends and the Social and Economic Consequences. Brady J. Deaton. Southern Rural Development Center, State College, Mississippi, 1979.

This publication indicates that there is no present consensus regarding long-term consequences of rural industrialization on society. Since 1950, smaller rural communities in the south and southwestern United States have gained in industrialization due to their generally low-wage nonunion labor supply and lower tax structure, both attractive to industry seeking greater profits. The aggressive state and promotional leadership in the south along with federal, state, and local subsidies have proven that even very small communities can attract industry if they are eager to do so and prepared enough to deal positively with the mixed social and economic consequences. The solution to the question of a changing rural social structure lies not in unguided rural industrialization but in a purposive set of policy alternatives based on community values and goals.

Teachers Guide to Economic Concepts: Grades K-3, 4-6, 7-9, and 10-12. Milo F. McCabe. South Dakota Council on Economic Education, University of South Dakota, Vermillion, South Dakota, 1975.

This series of five guides aids teachers in helping students to achieve a high degree of economic literacy. These guides were prepared to assist school teachers, preservice students, and others interested in economic education with the identification and location of important economic concepts that are contained in the vast array of teaching materials and tests available in the social studies, and gives suggestions as to how these concepts might be taught at different grade levels.

Teachers Guide to Man and the Economic Society: A Social Studies Curriculum Supplement. Milo F. McCabe. South Dakota Council on Economic Education, University of South Dakota, Vermillion, South Dakota, 1975.

Endeavoring to reach a goal of economic literacy, this K-12 economic resource guide provides the teacher with a context, concepts, and content about the economics of American society and the study of economics in general. This resource guide presents eight economic units: man and his environment; socialization of man; economic society; a social institution; economic system or market; consumption function and the product market; the production function and the factor market; modifications of the market mechanism; and measuring and determining the performance of the economic system: growth and stability. Each unit includes a description of the context, a list of economic concepts related to the topic, and detailed outlines of the content areas. Short histories of money and banking in appendices conclude the guide.

Work, Employment, and the New Economics. Marvin Feldman. National Center Publications, The National Center for Research in Vocational Education, The Ohio State University, Columbus, Ohio, 1981.

This paper discusses how we are witnessing an historic shift in our approach to employment policy that will have profound implications for educators. This shift is most recognizable in the waning influence of demand-side economics and the ascendence of supply-side economics. Recent indications are that public policy is no longer firmly committed to maintaining full employment. The principles of keynesian or demand-side economics (which assert an inverse in light of recent economic and political developments). Demand-side policies were built on the idea that the American economy was mature and has used its capacity for growth. In reality, America is on the edge of a technological revolution. Studies on entrepreneurship education and its effectiveness are needed.

RESOURCES

The materials listed below provide additional information on the labor market.

"Identifying and Monitoring New Occupations." Orville Nelson. *Journal of Epsilon Pi Tau*, Fall 1980.

The article discusses various aspects of new and emerging occupations; factors influencing these occupations (technological changes, demographic changes, legislation, life-style changes, resource changes); and a process for identifying these new and emerging occupations.

Labor Market Analysis: A Review and Analysis of Manpower Research and Development. Trevor Bain. Manpower Administration (DOL), Office of Research and Development, Washington, D.C., 1977.

Presenting an overview of labor markets and manpower forecasting, this report traces the operation of the labor market from job search to placement and promotion. Specifically, the seven chapters deal with such items as: differing labor markets; the search for work (techniques and programs); labor market information (intermediaries, sources, improvement efforts); selection and entry (formal, informal, screening, programs); internal labor markets (theory, promotion, discrimination, job redesign); and mobility (demonstration projects and agricultural migration). In addition, this report presents a literature bibliography and a short summary of major published sources of labor market information.

"Seven Important Labor Force Trends." John A. Bailey. *Journal of Employment Counseling*, June 1982.

This article presents statistics on the changing human resources mix in the labor force. Trends include higher percentages of women working, and older men and married men leaving the work force. One result is an increasing number of persons are able to retire earlier.

Towards Better Methods of Labor Market Analysis for Educational and Training Program Planning. Thomas W. McClain, Ed. Massachusetts State Department of Education, Division of Occupational Education, Boston, Massachusetts, 1977.

This booklet is designed to increase understanding of labor market processes and thus to improve vocational education planning. As model illustrations, two local Massachusetts projects are described. The Worcester model, presented in chapter 1 is used by Boston University's regional manpower institute to focus on high school graduates' transition from school to work. Data analysis is advised to determine local labor market trends, community uniqueness, baseline patterns, etc. The U.S. census, Bureau of Labor Statistics, school records, and employer interviews are cited as useful resources. Chapter 2 presents research methods used by the Hampshire education collaborative. It is suggested that forecasting models include demand and supply information, sufficient job details, and changing technology considerations. Data gathering methods and steps for developing an interfacial manpower picture are discussed.

Where to Find BLS Statistics on Women. Beverly L. Johnson. Bureau of Labor Statistics (DOL), Washington, D.C., 1980.

This pamphlet is a guide to locating specific data about working women in the various news releases, periodicals, bulletins, and reports published by the Bureau of Labor Statistics (BLS). It shows where to obtain data on women's (1) labor force status, employment, and unemployment; (2) earnings and hours of work; (3) education; (4) membership in labor organizations; and (5) occupational injuries and illnesses. The pamphlet also explains how to obtain unpublished data from micro tapes, and how to obtain BLS publications. A list of BLS regional offices is included.

RESOURCES

The materials listed below provide additional information on how to use the *Occupational Outlook Handbook.*

Improved Career Decision Making through the Use of Labor Market Information. U.S. Department of Labor, Employment and Training Administration, Office of Policy, Evaluation and Research, Division of Labor Market Information. U.S. Government Printing Office, Washington, D.C., 1982.

This training guide is designed to help high schoo job service, vocational rehabilitation, and CETA counselors become more knowledgeable of labor market information. It contains eight competency-based units. The unit entitled "National Occupational and Labor Market Information for Counseling" describes various sources of occupational and labor market information. The *Occupational Outlook Handbook* and related documents are presented, and workshop activities aid counselors in learning how to use the publications.

Desk Reference: Techniques and Procedures for Facilitating Career Counseling and Placement. Jan L. Novak and Wayne A. Hammerstrom. The National Center for Research in Vocational Education, The Ohio State University, Columbus, Ohio, 1977.

This document is one of sixteen in the *Rural America Series.* The series suggests practices that rural schools can use to meet the local community's career guidance needs. This handbook is designed to help answer questions dealing with career guidance, including how to infuse it into the classroom, how to get occupational and educational information, how to select the information materials, how to organize the materials, and how to store them. One section of the publication addresses how to use the *Occupational Outlook Handbook.*